

| | |
|---------------|---|
| POLICY | 5610 Adopted: August 22, 2006 Student Policies |
|---------------|---|

**SUBJECT: COMPREHENSIVE ATTENDANCE POLICY FOR GST BOCES
EDUCATION CENTERS & SITES**

Statement of Local Objectives

The Greater Southern Tier BOCES Board recognizes that regular school attendance is a major component of academic and career success. Through implementation of this policy, the Board expects to encourage full attendance by all students, maintain an adequate attendance recordkeeping system, identify patterns of student absences and develop effective intervention strategies to improve school attendance.

Strategies to Meet Objectives

To be successful in this endeavor, it is imperative that all members of the school community are aware of this policy, its purpose, procedures and the consequences of non-compliance. To ensure that students, parents, teachers and administrators are notified of and understand this policy, the following procedures shall be implemented:

- The district will provide a copy of the attendance policy and any amendments to faculty and staff. New staff will receive a copy upon their employment. The policy will be reviewed with faculty and staff at the beginning of each school year.
- The attendance policy will be included in student handbooks and will be reviewed with students at the start of the school year.
- The attendance policy will be included in the packet of information given to students to have their parents/guardian sign and return.
- Copies of this policy will also be made available to any community member, upon request.

Attendance will be taken during each class period.

Attendance records will be maintained on a computerized system.

| | |
|---------------|---|
| POLICY | 5610 Adopted: August 22, 2006 Student Policies |
|---------------|---|

**SUBJECT: COMPREHENSIVE ATTENDANCE POLICY FOR GST BOCES
EDUCATION CENTERS & SITES**

Excused and Unexcused Absences

The Board recognizes the following reasons for student absences from school as excused:

1. illness
2. illness or death in the family
3. unsafe travel conditions
4. religious observance
5. doctor appointments
6. attendance at health clinics
7. quarantine
8. required court appearances
9. approved college visits
10. military obligations
11. approved cooperative work programs
12. approved field trips
13. retention at the home school
14. other reasons approved by the Commissioner of Education

Any reason not listed as excused shall be deemed unexcused unless the principal determines otherwise. Examples of unexcused absences include, but are not limited to:

1. shopping
2. traveling
3. oversleeping
4. missing the bus
5. skipping class

An absence is considered unexcused unless the student provides documentation of an excused absence.

| | |
|---------------|---|
| POLICY | 5610 Adopted: August 22, 2006 Student Policies |
|---------------|---|

SUBJECT: COMPREHENSIVE ATTENDANCE POLICY FOR GST BOCES EDUCATION CENTERS & SITES

For the purposes of this policy, the following definitions also apply:

1. Scheduled instruction: Every period that a student is scheduled to attend instructional or supervised study activities during the course of a school day during the school year.
2. Absent: The student is not present for the entire period of the student's scheduled instruction.
3. Tardy: The student arrives later than the starting time of the student's scheduled instruction.
4. Early departure: The student leaves prior to the end of the student's scheduled instruction.

Coding System for Absences

A computerized system will be used to maintain records of student attendance. A coding system will be developed to identify the reason for a student's absence.

Attendance will not be used as a measure of student learning. Course credit is recommended based on student performance related to learning outcomes.

Incentives/Sanctions

The Principals will work with the Program Teams to develop and implement incentive programs to encourage student attendance and sanctions for students with poor attendance records.

Notification of Parents

When a student has not been marked as present for scheduled instruction and the BOCES has not been previously notified of the absence, BOCES shall contact the student's home school district. The home school district will contact the student's parent(s) or persons in parental relation in accordance with the district's Comprehensive Attendance Policy.

| | |
|---------------|---|
| POLICY | 5610 Adopted: August 22, 2006 Student Policies |
|---------------|---|

SUBJECT: COMPREHENSIVE ATTENDANCE POLICY FOR GST BOCES EDUCATION CENTERS & SITES

Development of Intervention Strategies

The Principal shall meet each marking period with the Attendance Supervision Officer and other administrators and teachers as the Principal determines necessary to review student attendance records, address identified patterns of unexcused student absence, tardiness and early departure, and review current intervention methods. Where the Principal determines that existing intervention policies or practices are insufficient, the Principal shall develop and implement additional strategies.

Attendance Supervision Officer

The Board shall designate a person on each campus as the Attendance Supervision Officer. The Attendance Supervision Officer is responsible for reviewing student attendance records and initiating appropriate action to address unexcused student absence, tardiness and early departure consistent with the Comprehensive Attendance Policy.

Annual Review

The Board shall annually review program level student attendance records from each campus and, if such records show a decline in student attendance, the Board shall make any revisions to the plan it deems necessary to improve student attendance.