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| POLICY | 5612 Adopted: August 22, 2006 Student Policies |
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SUBJECT: REGULAR EDUCATION SUMMER SCHOOL ATTENDANCE POLICY

Statement of Local Objectives

The Greater Southern Tier Board recognizes that regular school attendance is a major component of summer school academic success. Through implementation of this policy, the Board expects to encourage full attendance by all students, maintain an adequate 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 be 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 BOCES 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 the student information packet provided at summer school registration. The policy will be reviewed with students at registration and on the first day of classes.
- Copies of this policy will also be made available to any community member upon request.

Attendance will be taken during each class period.

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

1. Scheduled instruction: Every period that a student is scheduled to attend instructional or supervised study activities during the course of a summer school day
2. Absent: The student is not present for the entire period of the student's scheduled instruction.

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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.

Absences

Students may miss only three days of any one class. On the fourth day of absence from that class, the student will automatically lose class credit.

Tardiness

Less than 30 minutes of a missed class is a tardy; 30 or more minutes of a missed class is an absence. Three tardies equal one absence.

Excused and Unexcused Absences

There is absolutely NO distinction made between excused and unexcused absences. A missed class for whatever reason is a missed learning opportunity.

Notification of Parents

Parents or guardians will be notified by telephone during the missed class period on the day that a student is absent.