

## **ATTENDANCE INFORMATION**

*Ref. Board Policy #7006*

### **BOCES Attendance**

Attendance in BOCES' Career and Technical Education programs, New Visions programs, Unique Placement programs and Career Academy are privileges that cost our school district substantial amount of funding. To attend these programs, students must annually complete an application and sign a contract for consideration to be approved for attendance. Students displaying poor attendance, poor behavior and/or poor academics thus violating their contract are subject to removal from these programs at any time.

Students enrolled in either morning or afternoon BOCES curriculums are expected to attend every day. BOCES bus schedules are posted as ALL BOCES students MUST ride the school bus to and from BOCES. Students missing the bus to BOCES will be supervised in our Alternate Learning Location room or the Library until the end of the BOCES assignment. BOCES students are NOT to skip BOCES to work on assignments here in the Jr.-Sr. High School Building without prior approval from the Jr.-Sr. High School Principal and the staff involved (BG staff as well as BOCES staff).

Afternoon BOCES students who have school approved early departure, (through completed early dismissal forms) must return to the building to sign out and then may not come back into the building or remain on school property without permission. All other students returning from BOCES must report to their assigned class, study hall, or advisory.

### **Student Attendance**

**The compulsory education law requires the regular attendance of all children until the end of the school year in which they turn 16. Since the school year begins July 1, any child who turns 16 on or after July 1 must finish out that school year.**

### **Attendance Officer**

The Attendance Officer designated by the Board is responsible for reviewing pupil attendance records and initiating appropriate action to address excused and unexcused pupil absence, tardiness, and early departure consistent with the Comprehensive Attendance Policy including parent and district notification.

### **Attendance Office Contact Information:**

- Jr-Sr High School – 967-6368
- Greenlawn Nurse – 967-6330

- Guilford Nurse – 895-6703

### Attendance Policy

Good student attendance is an integral part of education. Therefore, it is the policy of the Bainbridge-Guilford Central School to promote a sound attendance policy, which in turn will lead to the development of skills, habits, understanding and knowledge necessary to meet State mandated education standards. Since irregular attendance is a frequent cause of school failure, the Bainbridge-Guilford Central School will adhere to the following policy:

1. Attendance must be taken each period. Where a class extends for multiple periods, attendance for that class only must be taken once.
2. Additionally, after attendance is taken, an individual student's late arrival or early departure must be recorded.

### Objectives

The objectives of the Comprehensive Attendance Policy are:

1. to accurately track the attendance, absence, tardiness and early departure of students to and from the school;
2. to ensure sufficient pupil attendance of classes so that pupils may achieve State mandated education standards;
3. To track student location for safety reasons and to account to parents regarding the location of children during school hours.

### Definitions

Whenever used within the Comprehensive Attendance Policy, the following terms shall mean:

1. Absent: The pupil is not present for scheduled instruction.
2. Early departure: The pupil leaves prior to the end of the pupil's scheduled instruction.
3. Excused: Any absence, tardiness, or early departure for which the pupil has a valid school approved excuse. Such excused nonappearance shall include: personal illness, illness or death in the family, religious observance, quarantine, required court appearances, attendance at health clinics or other medical visits, approved college visits, military obligations, absences approved in advance by the Principal, and other reasons as may be approved by the Commissioner of Education.
4. Unexcused: Any absence, tardiness or early departure for which the pupil has no valid school approved excuse. Such unexcused non-appearance shall include shopping trips to the local mall, oversleeping, skipping class, and any other absence that is not excused.
5. Pupil: A child enrolled in any public or nonpublic elementary, middle, or secondary school.
6. Register of Attendance: Any written or electronic record maintained for the purpose of recording the attendance, absence, tardiness or early departure of a pupil.

7. Scheduled instruction: Every period that a pupil is scheduled to attend actual instruction or supervised study activities during the course of a school day during the school year from July 1 through June 30.
8. Teacher: A member of the teaching or supervisory staff of a public or nonpublic elementary, middle or secondary school.
9. Employee other than a teacher: A suitable person other than a teacher employed by a public or nonpublic elementary, middle, or secondary school in a position appropriate for the maintenance of pupil records.

### **Coding System**

A = absent, excused

U = Absent, unexcused

T = Tardy, excused

L = Tardy, unexcused

D = Dismissed (Early Departure)

I = Present part of class

ISS – In School Suspension

H = Music Lesson

F = field trip

OSS = Suspended Out of School

OSSI = Suspended Out of School with tutoring

S = Suspended in School - ALC

M = Long Term Medical

MI = Long Term Medical with tutoring

### **Student Absence and Tardy Procedure**

1. The parent/guardian is expected to call the Attendance Office of the school in which your student attends on the morning that the child is absent stating the reason and the length of the absence/tardy. No call to notify B-G of your child's absence will result in such absence(s) being recorded as unexcused. When absences are noted as unexcused, a written excuse signed by parent/guardian must be submitted to change the absence to an excused absence(s).
2. Failure to call the school will result in an automated telephone call to the parent.
3. If a child will be out of school for an extended length of time for any reason, the parent/guardian is expected to call the Attendance Office stating the reason and the projected length of absence/tardy. Family vacations are not excused absences and the child is responsible for getting his/her homework before leaving and must complete the Extended Absence Form. You may pick this up in the Main office.
4. Upon returning to school, the student is required by New York State Law to present a signed written note explaining the reason and the actual dates of absences/tardy. A repeated set of 4 or more consecutive absences requires a doctor's note to be documented as excused absences.
5. If a written excuse is not received and investigation does not determine

otherwise, the absence/tardy will be recorded as unexcused on the student's record and the student may have to serve after school detention.

6. Students with unexcused absences on their record are not eligible for outstanding attendance awards.
7. Students arriving late need to present a written excuse, signed by a parent/guardian, to the Attendance Officer when signing in to school.

#### Student Procedure for Dismissal During the School Day

1. The student is required to present a signed, written note to the Attendance Officer stating the time and the reason for dismissal. The note should also state the time the student is expected to return to school.
2. All notes are subject to approval. Telephone contact to the parent/guardian to verify a note may be necessary.
3. The parent/guardian should call the Attendance Officer if a child needs to be excused and did not bring a note. They will also need to fax a note with their signature. If unable to fax permission, the parent/guardian will need to come to school and sign their child out.
4. No student will be released during school hours without proper parental permission.

#### Student Attendance Strategies and Incentives

##### **Greenlawn/Guilford Elementary Attendance Incentive and Notifications**

In order to encourage student attendance, the following strategies and incentives shall apply:

- Perfect attendance awards will be presented to students at the end of the school year.
- Attendance will be recorded on a student's report card for each marking period.
- Teachers will encourage daily participation and make connections to the working world.
- Students who maintain 100% attendance rate will increase their success of meeting the state mandated educational standards. Failure to maintain at least a 75% attendance rate may lead to AIS interventions, or retention.

To encourage good attendance practices, the school will send reminder notices when absences become a concern. If absences become excessive or impact student learning a parent conference will be requested. After a total of 40 days absent, a letter will go home indicating that the student may be retained if the student's academic progress has been seriously delayed.

##### **Jr-Sr High School Minimum Attendance for Course Credit**

- A student must be noted as present at 87% of a course's scheduled classes in order to earn credit for the course and be permitted to take the final examination.
- Note: For Sr. High School courses: In a yearlong single period course absences in excess of twenty-four (24), and in a semestered course absences in excess of

twelve (12), will result in denial of course credit and the student not being permitted to take the final examination.

- Any excused absence for which the student has completed assigned makeup work will not be counted as an absence for the purposes of determining whether the student has attended sufficient class to receive course credit under this provision.
  - For purposes of minimum attendance requirements, a student shall not be counted as present for a class if the student misses more than 10 minutes of a single period class or 20 minutes of a (semestered or blocked) class, whether through tardiness or early departure.
  - Students of compulsory attendance age suspended from school instruction may not be marked as absent unless they fail to attend scheduled alternative education on that day.
  - Students over the compulsory attendance age suspended from school instruction will be marked absent unless they have been assigned alternative education. If alternative education has been assigned, only failure to attend scheduled alternative education shall count as an absence.
- In order to prevent loss of credit for failure to attend, the district will take the following steps:
  - When a student has been marked absent for 10% of a course's classes; in a year-long single period course absences in excess of EIGHTEEN (18), and in a semestered course absences in excess of NINE (9), the district shall notify the student and his parent(s) or persons in parental relation that the student is approaching the limit of absences for losing course credit for failure to attend class. The notice will include the school's attendance for credit policy, the actual number of classes the student may miss before forfeiting the right to earn credit, and the actual number of classes missed to date;
  - Teachers will provide makeup work upon request so those students who are in jeopardy of forfeiting class credits due to excused absences have the opportunity to earn credit for the course.
  - Where a student is in jeopardy of losing credit for excessive absences, the principal shall be responsible for reviewing attendance records and determining eligibility for makeup work for excused absences, including deadlines. Students are responsible for arranging makeup opportunities with their teachers.

Principals, Teachers and Attendance Officers will collaborate to create and implement classroom-based incentive programs for excellent attendance, including but not limited to special recognition and additional privileges.

#### Notice of Absences

The pupil's parent(s) or person in parental relation shall be notified of a pupil's unexcused absence, tardiness or early departure according to the following:

- Where a pupil has not been marked as present for the first period of scheduled instruction and the school has not been previously notified of the absence, the

- district shall attempt to contact the pupil's parent(s) or persons in parental relation to learn the nature of the pupil's absence and notify the parent that the pupil has not arrived at school;
- For every three (3) unexcused absences or tardies, the pupil's parent(s) or persons in parental relation shall receive a notice containing the dates, times, and the nature of the pupil's unexcused non-presence.

#### Disciplinary Procedures

The pupil may be subject to disciplinary procedures for unexcused absence, tardiness, or early departure, including verbal and written warnings, detentions, in-school suspensions, and loss of extra-curricular privileges, as described in the Code of Conduct.

#### Intervention Strategy Development

The PPS Committee shall review student attendance records, address identified patterns of pupil absence, tardiness, and early departure, and review current intervention methods. At a minimum of once per year the PPS will make a report to the BOE. Where the PPS determines that existing intervention policies or practices are insufficient, it shall notify the Board of Education prior to its annual review of the programs' attendance records, of both insufficient practices and any proposed changes needing Board approval to implement.

#### Counseling

The district social worker will make counseling available to students with chronic attendance problems.