

COMPREHENSIVE ATTENDANCE POLICY

Plain Language Version

1. The **overall objective** of Brushton-Moira Central School District's Comprehensive Attendance Policy is to make sure that students attend school regularly in conformance with New York State Education Law.
2. The District will use a variety of means to determine if this objective is met, including registration cards, biennial census, records of daily attendance, and distribution of a daily absentee sheet to employees of the district.
3. Students and parents/guardians should be aware of the following **listings of excused and unexcused absences**, tardiness, and early departures.

Excused absences, tardiness, and early departures:

1. Illness
2. Death/illness in family
3. Doctor/dentist/hospital or other medical appointment
4. Court/probation appearance
5. Religious observance
6. Military/jury service
7. College visitations

Unexcused absences, tardiness, and early departures:

1. Truancy (that is, skipping school without knowledge of parent/guardian)
2. Overslept
3. No ride
4. Missed the bus
5. Work – except with application and prior approval
6. Personal
7. Family vacations
8. Other such instances at the discretion of the administrator

Each absence and tardiness from school with parental knowledge requires a signed note from the parent or guardian within three school days of the absence or tardiness. Failure to produce a signed note from the parent or guardian may result in disciplinary action.

Truancy is the willful violation by a student of the Compulsory Attendance Law (Education Law 4305). The Brushton-Moira School District will impose disciplinary measures for part day or full day truancy; measures are specified within the Comprehensive Attendance Policy.

4. The District uses a specific **coding system** to identify the reason for a pupil's absence, tardiness, or early departure. The reader should refer to the Comprehensive Attendance Policy for details.
5. The District wishes **to support** students who have shown good attendance habits. Thus, the District will use a number of incentives to support students who have attended school regularly to include senior privileges, public recognition, and perfect attendance listings.

6. The District has an obligation to keep parents/guardians **informed by phone, letter, or personal visit** about any attendance problems of their children. Students who are absent, tardy or depart early, miss valuable instruction. Therefore, if the total of excused and/or unexcused absences/tardiness/early releases is greater than four (4) in any 10 week period, a letter signed by the principal and the attendance officer will be mailed home. This letter will identify absences and tardiness as excused or unexcused. In the event that there are a large number of unexcused absences/tardiness/early releases, the student may be subject to consequences to range from detention to suspension from privileges such as those accorded to seniors in high school.
7. A number of **intervention strategies** will be used by teachers, other school employees, and collaborating service providers to address identified patterns of unexcused pupil absence, tardiness or early departure. A listing of possible strategies may be viewed within the Comprehensive Attendance Policy of the school district.
8. The Building Principals and Attendance Officer are responsible for reviewing pupil attendance records and initiating appropriate action to address unexcused pupil absence, tardiness, and early departures that are consistent with the Comprehensive Attendance Policy:

To obtain further information, a parent/guardian is encouraged to contact administrators or the Superintendent of Schools to obtain a copy of Board Policy 5100: Comprehensive Attendance Policy.

Date:

Dear _____:

The Brushton-Moira Board of Education wants all students attending our school to succeed in their academic endeavors.

The district believes there is a direct relationship between regular attendance and academic success.

Should a pattern of absenteeism begin to develop for any student, it is our responsibility to communicate this information to you as soon as possible.

Our records indicate that _____ has had a total of _____ excused absences, _____ excused tardies, and _____ excused early dismissals. Also included is a total of _____ unexcused absences, _____ unexcused tardies, and _____ unexcused early dismissals.

We wish to work with you as concerned parents and guardians to resolve this problem. Please call me at 529-7342 between 9:30 a.m. and 1:30 p.m. for an appointment to discuss improving your son/daughter's attendance.

Sincerely,

Kismet Bush
Attendance Officer

Alan Siporin
Elementary Principal

Date:

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Sincerely,

Kismet Bush
Attendance Officer

Robin Jones
High School Principal