

COMPREHENSIVE ATTENDANCE POLICY

1. The overall objectives of Brushton-Moira Central School's Comprehensive Attendance policy are stated as follows:

Education is one of the most valuable undertakings of our country. Formal schooling is not only very desirable but also absolutely essential for the conservation of American society. The State of New York places education at the top of its priorities. A very high, positive correlation exists between formal learning and school attendance. Accordingly, it is incumbent upon Brushton-Moira Central School to use every reasonable measure to instill dutiful attendance habits in every student. A day lost in the classroom can never be completely retrieved; the dialogue between the teacher and the students in a classroom group environment can never be effectively duplicated. This policy's purpose is to encourage academic effort by discouraging unacceptable absenteeism and to assure student safety.

Student attendance shall be in conformance with NYS Education Policy.

2. Brushton-Moira Central will use the following specific strategies to accomplish the objectives listed above:

1. Registration cards
2. Biennial census
3. Attendance taken daily in grades PK-4.
4. Attendance taken daily *and* period by period in grades 5-12
5. Publication of daily absence sheet distributed to all teachers, administrators, attendance officer, office staff and nurses

3. An illustrative listing of excused and unexcused absences, tardiness and early departures is as follows:

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 education Law (Education Law #4305). The Brushton-Moira School District will impose disciplinary measures for part day or full day truancy. Habitual truancy is grounds for a person in Need of Supervision (PINS) petition to Family Court, which may subject the Student to additional sanctions.

4. If at the end of the semester/year a student has absences that total over 9 classes for a semester or over 18 classes for a full year that student will not receive credit for that course. **Students will have the opportunity to make up absences (seat-time) whether excused or unexcused, and work according to the following procedure:**

- A. Teachers will determine what constitutes make-up of any work missed due to an absence, regardless if the absence was excused or unexcused.
- B. The following list serves as a guide for teachers in determining appropriate make-up activities:
 - 1. An after-school make-up class
 - 2. A free period/lunch make-up class
 - 3. A before-school make-up class
 - 4. The completion of specific reading assignments
 - 5. The completion of all class work/exams for that period
 - 6. A conference with the teacher
 - 7. Peer tutoring
 - 8. The completion of alternative projects:
 - a. Reports or projects on related topic
 - b. Class presentation
 - c. Article Review
 - d. Internal Research
 - 9. Independent study assignments

****If the student completes the work/task assigned by the teacher within the proper time period and conditions (see letter "C" below) the student will receive credit for the work and a make-up of the absence (seat-time).****

- C. This is the general timeline for completing the make-up assignments above:
 - 1. In the case of a planned absence – Students must see each individual teacher whose class will be missed to make arrangements for make-up activities. This will be done before the absence, co-curricular and extra-curricular trips require prior permission from teachers whose classes will be missed.
 - 2. In the case of an unplanned absence – Students must make arrangements with each individual teacher whose class was missed within two days of their return to school, or lose the opportunity for make-up.
 - a. Make-up activities should be completed according to the following schedule: Days allowed for make-up activity = one week after return from absence. (Note: This section applies only to work that was assigned on the day(s) of the absence(s). Any

work that was assigned previously (i.e. papers, projects, long term assignments) and was due on the day(s) of the absence(s) will be due on the first day that the student returns. Similarly, any test that was to be given on the day(s) absent, must be made up on the first day that the student returns.

5. Brushton-Moira Central will use the following incentives to encourage pupil attendance as well as the following disciplinary measures to discourage unexcused pupil absences, tardiness and early departures;

Incentives:

1. Extra-curricular participation
2. Senior privilege
3. Work Release
4. Public recognition of perfect attendance by grade each quarter
5. Award certificates from principal mailed home each quarter for perfect attendance
6. Perfect attendance published in the local media along with student who are on quarterly honor roll.

Disciplinary sanctions:

1. Meeting among parents/counselor and student to highlight concern
2. Detention for middle/high school
3. Requirement that missed work be made up during the day, after school or at home
4. Loss of some or all of the incentives listed above (e.g., Senior Privilege)

* A copy of the approved attendance policy will be provided to each family at the beginning of each school year.

6. Brushton-Moira Central School 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, the following procedures will be followed:

Full Year Courses:

After Each Absence: Parents or guardians will be notified by the attendance officer that their child is not in attendance and asked to verify the absence.

After the 4th Absence/Late to School/Early Release: A letter signed by the teacher, principal and the attendance officer will be mailed home that indicates a concern with the student's attendance. **An IST (Instructional Support Team) referral may be initiated at this time.**

After the 9th Absence/Late to School/Early Release: A letter signed by the attendance officer will be mailed home. This letter will indicate that the student has incurred half the allowable absences for his/her courses. A hearing may be held to review the worrisome attendance pattern shown by the student. The appropriate guidance counselor will call the parent to set up the hearing date.

After the 18th Absence/Late to School/Early Release: A letter signed by the attendance officer will be mailed home. This letter will indicate that the student has incurred all of the allowable absences for his/her courses. A hearing may be held to review the chronic absenteeism shown by the student. The appropriate guidance counselor will call the parent to set up the hearing date.

Semester Courses:

After Each Absence: Parents or guardians will be notified by the attendance officer that their child is not in attendance and asked to verify the absence.

After the 2nd Absence/Late to School/Early Release: A letter signed by the attendance officer will be mailed home that indicates a concern with the student's attendance. **An IST (Instructional Support Team) referral may be initiated at this time.**

After the 5th Absence/Late to School/Early Release: A letter signed by the attendance officer will be mailed home. This letter will indicate that the student has incurred half the allowable absences for his/her courses. A hearing may be held to review the worrisome attendance pattern shown by the student. The appropriate guidance counselor will call the parent to set up the hearing date.

After the 9th Absence/Late to School/Early Release: A letter signed by the attendance officer will be mailed home. This letter will indicate that the student has incurred all of the allowable absences for his/her courses. A hearing may be held to review the chronic absenteeism shown by the student. The appropriate guidance counselor will call the parent to set up the hearing date.

The letters the district will use to notify parents(s) or person(s) in parental relation to pupils who are absent, tardy, or depart early are attached to this document and are identified as Appendix #1.

7. The following specific 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.

1. Teachers notify attendance officer of worrisome attendance patterns
2. Attendance officer notifies principal and parent of worrisome attendance
3. Informal PINS
4. Formal PINS
5. New York State Hotline Registry referral for Educational Neglect determination

B.

1. Specific individual incentives approved by an administrator
2. Specific individual monitoring procedures approved by an administrator

8. The following individuals designated to each school building 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.

1. Building Principal(s)
2. Attendance Officer

ADOPTED: July 22, 2002
 REVISED: October 28, 2002
 REVISED: June 9, 2003
 REVISED: August 9, 2004
 REVISED: May 1, 2006
 REVISED: August 10, 2009

Appendix #1: Letters Sent to Parents

Brushton-Moira Central School District

758 County Route 7, Brushton, New York 12916 • Tel: (518)529-7324 or 7342 • Fax: (518)529-6062 or 6644

Robin A. Jones
Superintendent of Schools**Steven J. Grenville**
Secondary Principal**Nenette Greeno**
Middle Level Principal**Catherine Devins**
Elementary Principal/CSE Chair**Jacquelyn McNichol**
High School Counselor**Sabrina Pribek-Britton**
Middle School Counselor**David Dufrane**
Board of Education President**Angela DeBeer**
Treasurer

Date: _____

Dear _____:

The staff and Board of Education of Brushton-Moira Central want all students to succeed in academic endeavors. It is a known fact that a student's attendance in school helps ensure this success.

The Board of Education's Student Attendance and Course Credit Policy for grades 5-12 states that a student cannot have absenteeism in excess of 10% in any class he or she is taking and receive credit for that class. The percentage breakdown for different length classes is listed below:

10% of full year courses = 18 class periods
 10% of semester courses = 9 class periods
 10% of one quarter courses = 5 class periods

All children have an opportunity to make up any class missed according to the procedures outlined in the Comprehensive Attendance Policy #4. If he or she does not, the absence remains on the teacher's records.

Please be aware: Your child, _____ has reached 2 class periods absent in _____.
 (Course)

Your child has not made up these absences yet. Continued absences in this course could result in denial of course credit.

Should you have any questions about any of the information above please contact the High School Guidance Office at 529-7342 ext. 113.

Sincerely,

Supervisor of Attendance

cc: Teachers
 Jacquelyn McNichol, High School Officer
 Steven Grenville, Secondary Principal



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Board of Education President

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Date: _____

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Please be aware: Your child, _____ has reached 2 class periods absent in _____.
 (Course)

At the middle level if your child does not make up absences/class work, continued absences in this course could result in any or all of the following consequences: *referral to school counselor; parent conference; referral to IST; disciplinary action; hotline for educational neglect; PINS referral; required attendance at summer school; or repeating the entire grade.*

We are concerned about your child's absences. Should you have any questions about any of the information above or if you would like to schedule a parent conference to discuss how we can help your child, please contact the Middle Level Guidance Office at 529-7342 ext. 116.

Sincerely,

Teacher

Supervisor of Attendance

Principal

cc: Teacher
 Kelly Tavernia, Supervisor of Attendance
 Sabrina Pribek-Britton, Middle School Counselor
 Nenette Greeno, Middle Level Principal



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Board of Education President

Angela DeBeer
Treasurer

Date: _____

Dear _____:

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The Board of Education's Student Attendance and Course Credit Policy for grades 5-12 states that a student cannot have absenteeism in excess of 10% in any class he or she is taking and receive credit for that class. The percentage breakdown for different length classes is listed below:

10% of full year courses = 18 class periods
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 10% of one quarter courses = 5 class periods

All children have an opportunity to make up any class missed according to the procedures outlined in the Comprehensive Attendance Policy #4. If he or she does not, the absence remains on the teacher's records.

Please be notified: Your child, _____ has reached 4 days absent.

Your child may not have made up these absences in his/her courses yet. Continued absences could result in denial of course credit. Your child must see his/her teachers to determine how many of these absences can be made up.

Should you have any questions about any of the information above please contact the High School Guidance Office at 529-7342 ext. 113.

Sincerely,

Teacher

Supervisor of Attendance

Principal

cc: Teachers
 Jacquelyn McNichol, High School Officer
 Steven Grenville, Secondary Principal



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The Board of Education's Student Attendance and Course Credit Policy for grades 5-12 states that a student cannot have absenteeism in excess of 10% in any class. The percentage breakdown for different length classes is listed below:

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All children have an opportunity to make up any class missed. If he or she does not, the absence remains on the teacher's records.

Please be aware: Your child, _____ has reached 4 class periods absent in _____.
 (Course)

At the middle level if your child does not make up absences/class work, continued absences in this course could result in any or all of the following consequences: *referral to school counselor; parent conference; referral to IST; disciplinary action; hotline for educational neglect; PINS referral; required attendance at summer school; or repeating the entire grade.*

We are concerned about your child's absences. Should you have any questions about any of the information above or if you would like to schedule a parent conference to discuss how we can help your child, please contact the Middle Level Guidance Office at 529-7342 ext. 116.

Sincerely,

Teacher

Supervisor of Attendance

Principal

cc: Teacher
 Kelly Tavernia, Supervisor of Attendance
 Sabrina Pribek-Britton, Middle School Counselor



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Please be aware: Your child, _____ has reached 5 class periods absent in _____.
(Course)

At the middle level if your child does not make up absences/class work, continued absences in this course could result in any or all of the following consequences: *referral to school counselor; parent conference; referral to IST; disciplinary action; hotline for educational neglect; PINS referral; required attendance at summer school; or repeating the entire grade.*

We are concerned about your child's absences. Should you have any questions about any of the information above or if you would like to schedule a parent conference to discuss how we can help your child, please contact the Middle Level Guidance Office at 529-7342 ext. 116.

Sincerely,

Teacher

Supervisor of Attendance

Principal

cc: Teacher
Kelly Tavernia, Supervisor of Attendance
Sabrina Pribek-Britton, Middle School Counselor
Nenette Greeno, Middle Level Principal



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High School Counselor

Sabrina Pribek-Britton
Middle School Counselor

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Board of Education President

Angela DeBeer
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Date: _____

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The Board of Education's Student Attendance and Course Credit Policy for grades 5-12 states that a student cannot have absenteeism in excess of 10% in any class. The percentage breakdown for different length classes is listed below:

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Please be aware: Your child, _____ has reached 9 class periods absent in _____.
(Course)

At the middle level if your child does not make up absences/class work, continued absences in this course could result in any or all of the following consequences: *referral to school counselor; parent conference; referral to IST; disciplinary action; hotline for educational neglect; PINS referral; required attendance at summer school; or repeating the entire grade.*

We are concerned about your child's absences. Should you have any questions about any of the information above or if you would like to schedule a parent conference to discuss how we can help your child, please contact the Middle Level Guidance Office at 529-7342 ext. 116.

Sincerely,

Teacher

Supervisor of Attendance

Principal

cc: Teacher
Kelly Tavernia, Supervisor of Attendance
Sabrina Pribek-Britton, Middle School Counselor
Nenette Greeno, Middle Level Principal

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Date: _____

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Please be aware: Your child, _____ has reached 18 class periods absent in _____.
(Course)

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We are concerned about your child's absences. Should you have any questions about any of the information above or if you would like to schedule a parent conference to discuss how we can help your child, please contact the Middle Level Guidance Office at 529-7342 ext. 116.

Sincerely,

Teacher

Supervisor of Attendance

Principal

cc: Teacher
Kelly Tavernia, Supervisor of Attendance
Sabrina Pribek-Britton, Middle School Counselor
Nenette Greeno, Middle Level Principal



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Jacquelyn McNichol High School Counselor	Sabrina Pribek-Britton Middle School Counselor	David Dufrane Board of Education President	Angela DeBeer Treasurer

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All children have an opportunity to make up any class missed according to the procedures outlined in the Comprehensive Attendance Policy #4. If he or she does not, the absence remains on the teacher’s records.

Please be notified: Your child, _____ has reached 2 class periods absent in _____.
(Course)

Your child has not made up these absences yet. Continued absences in this course could result in denial of course credit.

Should you have any questions about any of the information above please contact the High School Guidance Office at 529-7342 ext. 117/115 or the Middle Level Guidance Office at 529-7342 ext. 116

Sincerely,

Teacher

Supervisor of Attendance

Principal

- cc: Teacher
 Kelly Tavernia, Supervisor of Attendance
 Jacquelyn McNichol, High School Counselor
 Sabrina Pribek-Britton, Middle School Counselor
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Sincerely,

Teacher

Supervisor of Attendance

Principal

cc: Teacher
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 Steven Grenville, Secondary Principal
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All children have an opportunity to make up any class missed according to the procedures outlined in the Comprehensive Attendance Policy #4. If he or she does not, the absence remains on the teacher's records.

Please be notified: Your child, _____ has reached the full point of _____ class periods absent in _____.
(Course)

If your child does not make up these absences and the 10% days absent has been exceeded for the course, he or she **will not receive credit for the course.**

A hearing will be held to review this case. The High School Guidance Office or the Middle Level Guidance Office will be calling to set up the hearing date. Your attendance at the hearing is crucial for the academic success of your child.

Sincerely,

Teacher

Supervisor of Attendance

Principal

cc: Teacher
Kelly Tavernia, Supervisor of Attendance
Jacquelyn McNichol, High School Counselor
Sabrina Pribek-Britton, Middle School Counselor
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Board of Education President

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Date: _____

Dear _____:

The staff and Board of Education of Brushton-Moira Central want all students to succeed in academic endeavors. It is a known fact that a student's attendance in school helps ensure this success.

The Board of Education has adopted a student attendance and course credit policy for grades 5-12. This policy states that a student cannot have absenteeism in excess of 10% in any class he or she is taking and receive credit for that class. The percentage breakdown for different length classes is listed below:

10% of full year courses = 18 class periods
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 10% of one quarter courses = 5 class periods

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Please be notified: Your child, _____ has reached the halfway point of _____ class periods absent in _____.
 (Course)

If your child does not make up these absences and the 10% days absent is exceeded for the course, he or she **will not receive credit for the course.**

A hearing will be held to review this case. The High School Guidance Office or the Middle Level Guidance Office will be calling to set up the hearing date. Your attendance at the hearing is crucial for the academic success of your child.

Sincerely,

Teacher

Supervisor of Attendance

Principal

cc: Teacher

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Catherine Devins
Elementary Principal/CSE Chair

Jacquelyn McNichol
High School Counselor

Sabrina Pribek-Britton
Middle School Counselor

David Dufrane
Board of Education President

Angela DeBeer
Treasurer

Date: _____

Dear _____:

The staff and Board of Education of Brushton-Moira Central want all students to succeed in academic endeavors. It is a known fact that a student's attendance in school helps ensure this success.

The Board of Education's Student Attendance and Course Credit Policy for grades 5-12 states that a student cannot have absenteeism in excess of 10% in any class he or she is taking and receive credit for that class. The percentage breakdown for different length classes is listed below:

10% of full year courses = 18 class periods
 10% of semester courses = 9 class periods
 10% of one quarter courses = 5 class periods

All children have an opportunity to make up any class missed according to the procedures outlined in the Comprehensive Attendance Policy #4. If he or she does not, the absence remains on the teacher's records.

Please be notified: Your child, _____ has reached the full point of _____ days absent.

Your child may not have made up these absences in his/her courses. If the 10% days absent is exceeded for the course, he or she **will not receive credit for the course.**

A hearing may be held to review this case if your child exceeds the allowable number of absences for the course. Your child must see his/her teachers to determine the number of absences that can be made up.

Sincerely,

 Supervisor of Attendance

cc: Teachers
 Jacquelyn McNichol, High School Counselor
 Steven Grenville, Secondary Principal



Brushton-Moira Central School District

758 County Route 7, Brushton, New York 12916 • Tel: (518)529-7324 or 7342 • Fax: (518)529-6062 or 6644

Robin A. Jones
Superintendent of Schools

Steven J. Grenville
Secondary Principal

Nenette Greeno
Middle Level Principal

Catherine Devins
Elementary Principal/CSE Chair

Jacquelyn McNichol
High School Counselor

Sabrina Pribek-Britton
Middle School Counselor

David Dufrane
Board of Education President

Angela DeBeer
Treasurer

Date: _____

Dear _____:

The staff and Board of Education of Brushton-Moira Central want all students to succeed in academic endeavors. It is a known fact that a student's attendance in school helps ensure this success.

The Board of Education has adopted a student attendance and course credit policy for grades 5 – 12. This policy states that a student cannot have absenteeism in excess of 10% in any class he or she is taking and receive credit for that class. The percentage breakdown for different length classes is listed below:

10% of full year courses = 18 class periods
 10% of semester courses = 9 class periods
 10% of one quarter courses = 5 class periods

All children have an opportunity to make up any class missed according to the procedures outlined in the Comprehensive Attendance Policy #4. If he or she does not, the absence remains on the teacher's records.

Please be notified: Your child, _____ has reached the halfway point of _____ days absent.

If your child does not make up these absences in his/her courses and the 10% days absent is exceeded for the course, he/she **will not receive credit for the course.**

A hearing may be held to review this case if your child exceeds the allowable number of absences for the course. Your child must see his/her teachers to determine the number of absences that can be made up.

Sincerely,

 Supervisor of Attendance

cc: Teachers

Kelly Tavernia, Supervisor of Attendance
 Jacquelyn McNichol, High School Counselor
 Steven Grenville, Secondary Principal

Suggestions from Staff From 6/24/09 Meeting

1. Should there be a "two-day" letter that goes out for students who miss 2 days of a half year course.
2. Should there be maximum number of minutes a student can be late to class before he or she is considered to have incurred an absence (i.e. if the student is 10 or 15 or 20 minutes late for class it is considered an absence.)

Field Trips
(Grades 5-12)

Although an excellent educational activity, field trips often conflict with other classes and scheduled school activities. To limit the amount of potential conflict, it is recommended that field trips be scheduled at a time that it is convenient for students.

When planning a date for a field trip that has been budgeted and approved by the administration, please consult with the following faculty members:

Adam Britton –	Athletic conflicts
Megan Haggett –	Music conflicts
Jacquelyn McNichol –	Testing conflicts
Connie Terry/Brenda Russell –	Health issues