# PLAIN LANGUAGE SUMMARY OF COMPREHENSIVE STUDENT ATTENDANCE POLICY AND REGULATION

Monroe 2-Orleans BOCES adopted a comprehensive Student Attendance Policy and Regulation in compliance with the Commissioner's Regulations. The following is a plain language summary of that Policy and accompanying Regulation and, as required by law, is distributed to parents/legal guardians.

## POLICY AND REGULATION NUMBER 6110

### Purpose

The purpose of the policy is to promote school attendance, leading to school completion, by utilizing incentives and interventions to identify and improve poor student attendance, know the whereabouts of students for safety and to determine attendance for state aid purposes.

For grades 9-12, where students pass to different classes throughout the day, the student's attendance will be taken each period or at an approved program. In grades K-8, where students do not pass to different classes throughout the day (except for supervised lunch, art, music, etc.), attendance will be taken at the beginning of the day. The purpose is for BOCES to maintain the whereabouts of the student for health and safety reasons.

Parents/legal guardians and students will be notified of attendance issues by BOCES staff and personnel. Community referrals will be implemented, the Policy will be reviewed, a telephone call will be made, or a letter will be sent to parents/legal guardians at periodic intervals to explain the relationship between absences and passing the course. Parents/legal guardians will receive a copy of the Policy and Regulation at the beginning of the school year and will receive periodic reminders.

### Objectives

The objective is to create a positive, nurturing school environment, maintain accurate attendance records, track attendance problems, and account for the whereabouts of students during the day.

### Definition of Absence and Course Credit

1. Monroe 2-Orleans BOCES requires a student to attend all classes and be prepared for class on a daily basis.

2. All student absences, early departure(s), or tardiness, whether excused or unexcused, must be accompanied by a verified, written note signed by the parent/legal guardian, indicating the date, time and reason for the absence or through a phone call indicating the same information. For a student enrolled in a CTE program, the student absence can be documented either by a signed written note from the parent/legal guardian, or an email from the parent/legal guardian to CTE attendance at cteattendance@monroe2boces.org indicating the date, time, and reason for the student's absence.

3. The full definition of excused and unexcused absences appears in the Policy and Regulation. The general difference between an excused and unexcused absence is that a student may perform make-up work for an excused absence even though the absence may be counted in determining the student's grade.

Intervention

A building principal or program supervisor will have an attendance committee who will intervene where there are patterns of unexcused absences, tardiness or early departures by identifying the element of the pattern and discussing and recommending appropriate strategies to facilitate the student's attendance.

Discipline

A student with unexcused or excessive absences, tardiness or early departures could result in discipline.

Notice

Parent(s)/legal guardian(s) of a student with an unexcused absence, tardiness or early departure will be notified by BOCES who will explain the Policy and the relationship between awarding a grade, course credit and attendance. The home school district is responsible for issuing course credit. If necessary, a conference between staff and parent(s)/legal guardian(s) will be held.

Appeal

A parent/legal guardian may request a building level review of the student's attendance record.

Incentives

BOCES Program/Building Committees to create attendance incentives to recognize and encourage attendance.

Review of Policy and Records

Yearly, the building principal or program supervisor or designee will review attendance records and initiate appropriate action to address unexcused absences, excessive excused absences, tardiness, early departures and individual or group patterns of absence. The Board will annually review attendance records and revise the Policy as necessary to improve student attendance.

Maintain Records

Each student's record of attendance will be maintained in a "register of attendance" by the designated registrar of attendance by a written or electronic method to record the student's absence(s), tardiness and/or early departure.

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