

BROADALBIN-PERTH HIGH SCHOOL ATTENDANCE POLICY

Rationale

Research indicates a relationship between class attendance and academic success. According to Commissioners Regulations there is no differentiation between legal and illegal absences when addressing academics. Thus, all absences must be recorded. Long term absences are to be addressed according to policy.

Policy

I. Notification and Maximum Number of Absences:

<u>Notification</u>	<u>Maximum Absences</u>
Full Year Course 10, 15, 20	25
Semester Course 5, 10	12
Vo-Tec 10, 25, 20	25

Any student late to class by more than five minutes will be counted absent. Any absences after the maximum will lead to a denial of academic credit.

II. Teacher Attendance Procedures

A. Classroom Attendance

1. Period by period class attendance must be maintained in the teachers roll book.
2. The symbol (A) should be utilized for absences.
3. Attendance must be kept according to dates. All absences will be cumulative and recorded on the attendance scan sheet at the end of the marking period. Students who meet notification cut offs, shall have their parents or guardians notified by utilizing the attendance notification form.
4. Once a student reaches the maximum number of absences, the teacher will record (N) on the grading scan sheet, indicating denial of credit for the course.

B. Notification of Parents, Students, Guidance and Administration

1. Teachers will submit to the Principal and Guidance Counselor a copy of the “Attendance Notification Form” when the student attains the requisite number of absences.
2. A copy of the notice will be sent home to parents. A parent conference will be scheduled upon the third notification for a full year course before the denial of credit.

III. Review Process

- A. If credit is denied, the student or parent may petition the principal to review the decision.
- B. The principal will consult with the appropriate teacher, counselor, and parents to determine if extenuating circumstances warrant modification of the decision.

IV. Implementation

- A. The policy will be explained to the students in orientation meetings in the fall.
- B. The policy will be included in the student handbook.
- C. Teachers will also explain the policy in each of their classes, during the first week of school.

ATTENDANCE NOTIFICATION FORM

Student's Name _____ Date _____

Teacher _____ Course _____

Broadalbin-Perth High School requires students to exhibit a level of attendance that is adequate, to help to ensure academic success. Students who miss more than the maximum number of classes will be denied academic credit.

Your child has been absent _____ times from the course listed above. The maximum number of absences permitted in this course is _____. Should your child miss more classes, thus exceeding the maximum number of permitted absences (as outlined in the Broadalbin-Perth Attendance Policy), your child will be denied academic credit for this class.

If you have any questions, please contact the Guidance Office at 954-2620.

Teachers Signature _____ Date _____