

7110	Comprehensive Attendance Policy
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The Board of Education of the Ballston Spa Central School District recognizes that student attendance in school is an important component of student success. Student interaction with teachers and other students in class helps to enhance the academic learning experience and provides a basis by which students can demonstrate mastery of subject matter.

School attendance is both a right and a responsibility. The District is an active partner with students and parents in the task of ensuring that all students meet or exceed the New York State Learning Standards. Because the District recognizes that consistent school attendance, academic success, and school completion have a positive correlation, the District has developed, and, if necessary, will revise a Comprehensive Student Attendance Policy to meet the following objectives:

- a. To increase school completion for all students;
- b. To raise student achievement and close gaps in student performance;
- c. To identify attendance patterns in order to design attendance improvement efforts;
- d. To know the whereabouts of every student for safety and other reasons;
- e. To verify that individual students are complying with education laws relating to compulsory attendance;
- f. To determine the District's average daily attendance for state aid purposes.

In this regard and pursuant to Section 104.1 of the Regulations of the Commissioner of Education, the Board of Education directs the Superintendent of Schools to establish comprehensive attendance procedures containing the following components:

- a. Overall objectives;
- b. Specific strategies to accomplish these objectives;
- c. Excused vs. unexcused student absences and tardiness;
- d. Coding system identifying reasons for absence or tardiness;
- e. Student attendance and course credit;
- f. Incentives and disciplinary sanctions;

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- g. Notice to parents or persons in parental relation;
- h. Intervention strategies to identify patterns of student absence or tardiness;
- i. Parties responsible for student attendance in each school; and
- j. Annual review of policy by the Board.

All staff will be provided with a copy of the comprehensive attendance procedures and any amendment to such procedures within thirty (30) days following initial adoption or amendment of this policy. New staff members shall receive a copy of the comprehensive attendance procedures upon commencement of employment with the District.

The Board of Education shall promote community awareness of this comprehensive attendance policy by providing a plain language summary of the procedures to the parents or persons in parental relation to students at the beginning of each school year and taking such other steps deemed necessary to promote the understanding of such procedures by students and their parents or persons in parental relations. Copies of the complete comprehensive attendance procedures shall be available in the District central office and in each school building and will be provided to any member of the community upon request.

The Board of Education shall annually review the District student attendance and the student attendance records for each school building. Should such records demonstrate a decline in student attendance, the Board shall have the opportunity to amend the comprehensive attendance procedures and make any revisions to the plan deemed necessary to improve student attendance. The Board shall provide any such amendment to the comprehensive attendance procedures in writing to each staff member no later than thirty (30) days after adoption of the amendment.

*Education Law Sections 3024, 3025, 3202, 3205, 3206, 3210, 3211 and 3213
8 NYCRR Sections 104.1, 109.2 and 175.6*

Adoption Date: 07/10/2019