ATTENDANCE POLICY

Summary for Parents/Guardians

The Regulations of the Commissioner of Education require that we have a comprehensive student attendance policy that addresses the importance of attendance as it relates to student achievement.

The Putnam/Northern Westchester BOCES Attendance Policy includes information about the following items related to student attendance at school:

- A statement of overall objectives.
- A description of strategies to meet the objectives.
- Standards for the determination of excused and unexcused absences, tardiness, and early departures.
- Guidelines for student attendance recordkeeping/data collection and parent notification for patterns of unexcused absences.
- Guidelines for student attendance/course credit.
- Disciplinary consequences for unexcused absences, tardiness, and early departures.
- A process for intervention strategies when a pattern of unexcused absences, tardiness, or early departure is identified.

All students will receive attendance guidelines at the beginning of the school year.

A parent/guardian who wishes to receive a complete copy of the attendance policy may do so by contacting the school office.