



Starpoint High School Attendance Procedure & Parent Guide

Table of Contents

Introduction and Overall Objectives.....	2
Attendance Procedure Related Information.....	3
Definitions.....	4
Early Departures.....	4
Process to Address Excessive Absences.....	5
Attendance Incentives.....	6
Recognition of Improved Attendance.....	6
Appeals Process.....	6
Disciplinary Consequences.....	6
Parent Fast Facts.....	7

Introduction and Overall Objectives

The contents of this procedure were created in conjunction with the established District Comprehensive Student Attendance Policy found at the district website:

www.starpointcsd.org under District, Board of Education, Board Policy, Board Policy Manual, Policy# 7110. ([Starpoint Attendance Policy](#))

Consistent school attendance is both a right and a responsibility of the students at Starpoint and their parent(s)/guardian(s). Starpoint High School is committed to being an active partner with students and parents in the task of ensuring that all students have an opportunity to reach their full physical, social, and cognitive potential. Regular school attendance is both a critical factor in helping students achieve their full capabilities, as well as positively impact the school environment and overall academic achievements of the student body. Students who are invested in school internalize their learning experiences. In addition to the numerous opportunities for students to participate in clubs, activities, and sports, school attendance is a necessary component to become engaged in the high school experience. Therefore, Starpoint High School has developed the following attendance procedure to meet the expectations and objectives set forth by the Starpoint Central School District.

The following were taken into account when creating the High School procedures:

High School Attendance Related Procedures:

- Extracurricular
 - All students participating in any extracurricular activities including, but not limited to sports, proms, plays, cheerleading, and club activities must be in attendance for a minimum of five periods of instruction, exclusive of Activity Period (10th period). Students not in attendance for at least five periods will not be permitted to attend/participate in that evening's activity. In case of a Saturday activity, students must attend at least five periods the previous school day.
 - Students who are suspended or subject to administrative disciplinary action, may not attend practice, or participate in any extracurricular activity during the period of the suspension or assigned disciplinary action.
- BOCES
 - The BOCES Vocational Center and Starpoint High School communicate attendance on a daily basis. Any discrepancies are investigated by BOCES and/or Starpoint administration.
 - In instances of early dismissal or late arrival to BOCES, a written excuse from a parent must be submitted directly to the BOCES office.
- Exams
 - Regents
 - Students who miss a scheduled Regents exam due to an **excused** absence, must take that Regents exam on the next scheduled date and time in order to fulfill course credit and graduation requirements.

- Provides that where a student has been suspended and the student is of compulsory attendance age:
 - immediate steps shall be taken for attendance upon instruction elsewhere.
 - may not be marked absent when suspended from school because the district is obligated to provide alternative instruction.
- **School Dropping of Student for non-attendance** Section 3202.1(a) – Chapter 16, Title IV, Article 65, Part I, Sec. 3202.1(a)
 - Once a student has missed 20 consecutive school days, school administration is obligated to begin the process of dropping the student from enrollment. Thereafter, the student has the right to re-enroll at his or her discretion.
- All other state-mandated district-level attendance requirements

Definitions

Attendance Committee- Group that reviews school wide and individual attendance issues and concerns. This committee is made up of school counselors, high school administration, school psychologist, and may include the school social worker and faculty members.

Student Based Intervention Team- The Starpoint High School SBIT is a multidisciplinary group that meets to review any problems (academic, behavioral, social/emotional, environmental, or cultural) interfering with the student’s performance in school, brainstorm solutions, create a plan with specific interventions to meet the student’s needs, and to monitor and review the intervention plan.

Absent - A student is not in the school building for the entire day.

Tardy - A student enters the building after the designated arrival time.

Early Departure - A student leaves the building prior to the designated dismissal time.

Based upon the Starpoint Central School District’s education and community needs, values and priorities, the school district has determined that absences, tardiness, and early departures will be considered excused or unexcused according to the following standards:

Excused -An absence, tardiness, or early departure may be excused if it is written, and due to personal illness, death in the family, religious observance, quarantine, required court appearances, medical appointments, approved college visits, approved cooperative work programs, military obligations, lack of expected transportation by local school district, school-sanctioned field trips, taking a road test, or other such reasons as may be approved by the building principal.

Unexcused - An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g., family vacation, hunting, fishing, job interview, employment, prom fittings, hair appointments, babysitting, oversleeping, “personal”), OR for an excused absence in which a note has not been provided.

Process to Address Excessive Absences

The person responsible for recording attendance records will regularly generate a report. A student who reaches certain thresholds (below 85%) during any of the four marking periods will be flagged as a possible attendance concern and referral to the Attendance Committee may ensue. Thereafter, the high school Attendance Committee will monitor the student’s attendance and appropriate interventions will be taken.

These interventions include, but are not limited to:

- **Notification Letter**-The notification letter is sent to the parent/guardian requesting more information about the student’s absences, along with a phone call from a member of the attendance committee acknowledging a letter was sent home. The letter will state the student’s current rate of attendance, and encourage the parent/guardian to promote school attendance. Additionally, a parent fact sheet including New York State Attendance Regulations and the school attendance policy will accompany the letter.
- **Counselor Intervention**-The school counselor will meet with the student to assess the attendance situation and review the importance of attending school.
- **Student Based Intervention Team (SBIT)**-If necessary, a referral to the Student Based Intervention Team (SBIT) will be made to develop strategies for improving attendance.
- **Parent Conference** - After the agreed upon prescribed intervention has been implemented, the student will be monitored weekly. If the attendance pattern does not show improvement a letter will be sent to the parent/guardian to schedule a conference with the school official(s)/administration. The student may, or may not be included in the conference. The conference will outline a plan of action for improving attendance. This plan may include one or more of the following:
 - Referral to the school psychologist for an education evaluation
 - Referral to SBIT
 - Student required to bring in a doctor’s excuse for all future absences
 - Consultation with school nurse
 - Referral to school social worker
 - A visit to the student’s home
 - Referral to the principal

- **Outside Referral-** In instances when a student's attendance has not shown improvement through the prescribed interventions, the school may pursue formal sanctions such as referral to Child Protective Services, and/or the Department of Probation for PINS Diversion.
- **Appeals Process-** If a parent wishes to challenge an attendance issue, he or she can first contact the attendance secretary, followed by the teacher. If the issue is not resolved, then a meeting with administration will follow.

Attendance Incentives

In order to encourage student attendance, Starpoint High School will develop and implement strategies and programs that may include, but not limited to:

- Quarterly attendance honor rolls to be posted in a prominent place in the building
- Quarterly attendance letters will be issued and [STAR Spartan Incentives](#) awarded to the students who have excellent and/or improving attendance for entire marking period
- Assemblies collaboratively developed by the student council, administration, PTA and other community groups to promote good attendance and character education
- Criteria for Character Pass
- Classroom incentives based upon individual teacher decision

Recognition of Improved Attendance

Following any type intervention, should a student demonstrate an improvement in attendance at the close of the following marking period, measures will be taken to recognize that improvement. The level of recognition will depend upon the level of improvement.

Disciplinary Consequences

Unexcused absences, tardiness, and early departures will result in disciplinary consequences as described in the District's Code of Conduct and/or Starpoint High School Handbook.

PARENT FAST FACTS.....

- When children don't attend, they often feel left behind and left out.
- School attendance helps set patterns of responsibility and success for life.
- School attendance is mandated by NY State Law.
- By promoting regular attendance, you provide the model for your child to learn responsibility and to have the opportunity for success.
- 71% of the prison population never finished high school.
- Only 50% of high school dropouts are employed full-time.
- High school dropouts are two and a half times more likely to be on welfare than high school graduates and are almost twice as likely to be unemployed, according to a U.S. Department of Education 1996 finding.
- Truancy is not the problem – it's an indicator of other problems. We need to understand why our students are not in school before we can implement the proper solution.
- Chronic absenteeism, especially truancy, is a behavior that is highly associated with dropping out of school.
- Studies show that truancy frequently leads to criminal activity, drug use, and incarceration.
- Studies have found that to be effective truancy prevention programs should include the whole family – parents/guardians and siblings as well as the school. Let's work together to ensure the success of your child.

If you are having difficulty getting your child to attend school, help is available by contacting the following school staff:

Ms. Alt	210-2310
Ms. Schechter	210-2315
Mr. Smith	210-2312
Mrs. VanBourgondien	210-2306