

ATTENDANCE RECORDS

Attendance in Baldy View Regional Occupational Program (ROP) classes shall be recorded and kept according to pertinent state laws and regulations of the State Board of Education.

Teachers are required to take attendance daily in classes taught by them, and shall do so personally. Attendance taking and recording shall not be delegated to students.

Backup information shall be kept by the teacher for all students whose attendance is verified through any means other than personal contact. All such verification such as sign-in sheets, phone verifications, etc., shall be retained by the teacher for one year.

Should a student leave class prior to class ending or arrive at class after the designated start time, the teacher shall so note the time when the student is not present on the backup information that is retained.

Back-up data shall include student's name, date of absence, time of absence, and reason.

All students shall be recorded and referred to by their legal surname, as documented in a legally acceptable birth record or in a court order of change of name. A request from a parent or a student that a student's surname be changed in ROP records will not be honored without legal documentation, or special permission from the Superintendent.

Attendance is recorded electronically by all ROP teachers utilizing the AIM Remote Attendance Program. Attendance for regular classroom hours is required to be recorded within a 3-day window that is given for a particular week. For teachers that teach a class with a Community Classroom or Cooperative Vocational Education (CVE) component, they have a 14-day window to record their community classroom hours.