

<h1>POLICY</h1>	2009	7200
	Students	

Subject: Attendance Policy

New York State Law

NYS Education Law, Article 65, §3205, Re: Compulsory Education, provides that:

*School age minors, ages 6 to 17, must attend school regularly,
as prescribed, where a student resides.
The student must attend school the entire time classes are in session.*

NYS Education Law is designed to require school attendance and ensure that no child is denied the opportunity to receive an education.

NYS Education Law specifies that each minor child from 6 to 17 years of age, mentally and physically fit, shall regularly attend school for the entire time schools are in session. A child who becomes 6 years of age on or before December 1st during a school year is required to attend school beginning in September. A child who turns 17 years of age during a school year must continue in attendance until the end of the school year. According to state law, the school year begins on July 1st.

We do not have an open campus and students cannot be released during the school day for illegal reasons. Students are expected to be in school for the entire time school is in session.

Statement of Overall Objectives and Philosophy

School attendance is both a right and a responsibility. The Board of Education recognizes that consistent school attendance, academic success, school completion, and success in the workplace have a direct correlation. The school district also wishes to become an active partner with students, parents, and the community in the task of ensuring that all students meet or exceed the New York State Learning Standards.

Therefore, it has developed this comprehensive student attendance policy to meet the following objectives:

- (1) To increase school graduation rates;
- (2) To raise student achievement and performance;
- (3) To identify attendance patterns in order to decrease the number of tardy arrivals to school;
- (4) To know the whereabouts of every student for safety and other reasons;
- (5) To verify that individual students are complying with education laws relating to compulsory attendance;
- (6) To determine the school district's average daily attendance for state aid purposes.

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I. Statement of strategies to be employed:

- A. Notification on attendance
 - 1. Student Handbook
 - 2. Plain language copy to parents
- B. Recognition of attendance
- C. Consequences for non-attendance

II. Definitions are as follows:

A. Legal absences include but are not limited to:

- Personal illness
- Illness or death in the family
- Impassable roads due to inclement weather
- Religious observance
- Quarantine
- Required court appearances
- Medical appointment (on-going medical appointments may need to be verified)
- College visits with parents/guardians
- Approved cooperative work programs
- Military obligations
- Academic obligations
- Other activities approved by the Board or its designee

B. Illegal absences include but are not limited to:

- Family vacation
- Hunting
- Babysitting
- Non-medical appointments
- Oversleeping
- Other activities disallowed by the Board or its designee

III. All absences need to be verified by a written note. There may be an occasional situation when an emergency arises during the school day and a parent may need to phone for their student to be released. This must be followed by a written note subsequent to this call.

IV. Attendance will have no bearing on course credit except where a state requirement exists for seat time.

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V. Student Recognition:

- A. Each Building will establish a committee to determine type and frequency of recognition.
- B. Students who have exemplary attendance records will be recognized annually.

VI. Notice to parents for unexcused absence:

- A. Phone call from district
- B. Student management report filed and sent home
- C. Report card attendance notification

VII. Intervention steps towards improvement:

- A. Call home
 - 1. by school nurse/attendance clerk
 - 2. by administrator
- B. Letter sent to parent
- C. Parent conference with school officials
- D. Discipline referral: consequences may include, but are not limited to, placement on discipline step, in-school suspension, loss of parking privileges, loss of senior privileges, detention, revocation of student's employment permit and denial of participation in interscholastic and extracurricular activities.
- E. Referral to Response to Intervention team
- F. Referral for educational neglect (if education is being affected)

VIII. School Nurse and/or District Attendance Clerk will review records. If necessary, school administrator will be contacted to initiate appropriate action.

IX. Appeal Process steps to be followed:

- A. Questions concerning any absences should first be addressed through the school nurse/attendance clerk.
- B. Any further questions should be referred to the committee comprised of the school nurse, the building principal, and a representative from the District Office.
- C. This committee will render a decision within five (5) school days of receiving the appeal.
- D. Appeal of this committee's decision can be made to the Superintendent of Schools who will make the final decision.

X. Extracurricular Activities and Athletics

- A. If a student is suspended in school or out of school, he or she will not be allowed to attend club meetings, practices, performances or competitions on the day(s) of suspension. All suspension obligations must be completed prior to participation in any practice, competition, performance, or activity.

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- B. In order to attend club meetings, practices, performances or competitions on a given day, participants must be present in school.
- C. It is the responsibility of the advisor/director/coach to monitor this on a daily basis during the activity.

Approved: Board of Education
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Approved: Board of Education
October 22, 2003

Approved: Board of Education
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Approved: Board of Education
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