

## COMPREHENSIVE STUDENT ATTENDANCE

In accordance with state law and regulations it is the policy of the Rye City School District to ensure the maintenance of adequate attendance records verifying the attendance of all children at instruction and the creation of the means to examine attendance patterns so as to develop effective intervention strategies to improve student attendance.

It is the objective of this policy to encourage each student to attend school on time, for the maximum number of days and instructional periods possible. In furtherance of this objective, the District shall utilize strategies such as positive attendance incentives and appropriate disciplinary and other consequences, as well as the integration of attendance standards for the purposes of conferral of course credit.

### Record Keeping

A. Effective no later than July 1, 2003, attendance record keeping shall conform to the following:

1. Elementary schools shall ensure that attendance is taken once each day, except that where students are dismissed from campus for lunch a second attendance shall be taken upon the return from lunch.
2. In departmentalized grades including grades 6-12, attendance shall be taken in each period of scheduled instruction, with an exception for consecutive periods where classes are in the same room.
3. In Grades K-12, any absence for a school day or part of a school day shall be recorded as excused or unexcused as provided for in this policy.
4. In Grades K-12, events of late arrival or early departure shall be recorded as excused or unexcused as provided for in this policy.
5. A record shall be maintained of each scheduled day of instruction during which school is closed for all or part of the day because of extraordinary circumstances including adverse weather, failure of the heating system or water supply, fuel supply shortage or structural damage to the building, etc. as the Commissioner finds satisfactory.

A record shall be made of the date when a student withdraws from enrollment or is dropped from enrollment in accordance with ' 3202(3-a) of the Education Law.

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- B. All entries in the register of attendance shall be made by a teacher or another employee designated by the administration. Any individual authorized to make entries in the register of attendance shall, by oath or affirmation, verify the contents of the entries.
- C. Effective the 2003-2004 school year, student attendance records shall be reviewed by the principal of each school building in the District for the purpose of initiating appropriate actions to address unexcused student absences, tardiness and early departures.
- D. The register of attendance shall consist of any written or electronic record to record attendance, absence, tardiness or early departure of a student. The register shall be maintained for every period that a student is scheduled to attend actual instruction or supervised study during the course of the school day during the school year, from July 1<sup>st</sup> through June 30<sup>th</sup>. The register at every school building shall include separate notations regarding student presence, absence, tardiness and early departure. The contents of the register for each student shall contain the information prescribed in regulations of the Commissioner of Education (Part 104).
- E. The Superintendent shall develop regulations providing for a coding system that incorporates absence, tardiness, early departure, class cut, truancy, unexcused events excused events and any other categories deemed necessary.

Excused and Unexcused Absences

The Board recognizes the following as legal excuses for student absence, each of which must be verified by the student=s parent/guardian or school personnel, where applicable:

1. Personal illness
2. Death in the immediate family
3. Religious observance
4. Required attendance in court
5. Approved school-sponsored activities, including field trips, interscholastic athletics, musical and other competitions
6. Directed or authorized presence at the Administrative Offices or Nurse=s Office.
7. Quarantine
8. Emergency dental and medical appointments
9. Military obligations
10. Approved cooperative/work study program1.

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11. College visitations [only for juniors and seniors], with the prior knowledge and approval of parents and counselors, so long as it does not exceed 4 days in a school year.
12. Unsafe travel conditions.

Any other absence is considered illegal. Each absence must be accounted for. It is the responsibility of the parent or guardian to notify the school on the morning of the absence, if possible by 9:30 A.M.

The written excuse must be presented by the student on the day when returning to school following such absence.

Distribution of Policy

The Superintendent of Schools, at the direction of the Board of Education, shall publish to the community information about the District=s Comprehensive Student Attendance Policy. The policy shall be available and explained at student assemblies, at assemblies on open school nights (if any), and a plain language summary of the policy shall be prepared for distribution to parents/guardians. Each teacher and new teacher(s), promptly upon hire, shall be provided with a copy of the policy and any amendments thereto. Copies of the policy shall also be maintained by the District=s Records Access Officer for issuance upon request by any interested party.

Adoption Date: June 25, 2002