

STUDENT ABSENCES, TARDINESS AND EXCUSES

The Board of Education believes that regularity of attendance is necessary to ensure the academic success of each student. The Board requires, in accordance with state law, that every student attend school on every school day unless he/she has a legal excuse.

The Building Principal is authorized to excuse, upon receipt of a written and signed explanation from the parent/guardian, an absence, late arrival, or early departure from school for the following reasons:

1. illness
2. illness or death in the student's family
3. serious, contagious, or epidemic disease in the household where the student resides
4. doctor, dental or other medical professional appointments which cannot be arranged for any other time
5. unsafe travel conditions
6. required presence in court
7. religious observance

A student who misses school for a verified educational purpose shall not be considered absent.

Any other absence is considered unexcused. Each absence must be accounted for. It is the parent's/guardian's responsibility to notify the office on the morning of the absence. It is essential that parents/guardians provide a written excuse for each absence. Such excuse should contain the reason and date of absence.

The Board seeks the cooperation of parents in the matter of school attendance and urges parents to schedule medical/dental appointments after school hours, except in cases of emergency, and family vacations during school vacation and recess periods.

Unexcused absenteeism, tardiness and truancy are disruptive to both teachers and fellow students and shall be addressed in accordance with district policy. The Board of Education believes it is important to ensure students are attending class, as well as arriving to class on time, since these are essential aspects of ensuring an orderly and conducive environment for learning.

Tardiness, whether the fault of the child or the parent, cannot be excused except for the reasons cited in this policy. A note explaining the cause of lateness is required. Since excessive tardiness and absences are not conducive to good work habits or learning, parents should make every effort to have their children in school every day and on time.

Cross-ref: 4710, Grading Systems
5100, Student Attendance

Ref: Education Law §§1709(2); 3024; 3025; 3202(1-a)
8 NYCRR §175.6

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