

## STUDENT ABSENCES AND EXCUSES

A student who is not in attendance for at least one (1) hour of instruction shall be counted as absent for the entire day. The following reasons for student absences from schools are recognized as valid by the Board of Education; advance notification to school officials is encouraged:

1. sickness or death in the family;
2. impassable roads or weather making travel unsafe as determined by town, county, or state highway officials;
3. employment, or participation in an approved cooperative work program;
4. approved college visits,
5. appointments which are necessary and which cannot be arranged outside of school hours (e.g., doctor's appointments);
6. religious observance or instruction (pursuant to Policy 5182);
7. sickness requiring attendance at a medical clinic;
8. approved school-sponsored trips;
9. quarantine; and
10. required court appearances.

Any other absence is considered illegal. 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 and should be submitted to the school nurse.

Dismissal or release may be granted to students during school hours if they present to the school nurse a written excuse signed by their parent or guardian, in accordance with Policy 5162, Student Dismissal Precautions.

Absence from school immediately before or after a vacation period to accommodate family vacation plans is not in the best interests of the students involved or the school district. Special arrangements should be made with the Building Principal at least two (2) weeks in advance of the planned absence, and students will be required to make-up work missed.

### *Notification to Parents*

The district will annually notify parents/guardians of students in grades K-6 of their right to request in writing that the district inform them of their child's absences from school. Such notification will also be provided to parents/guardians of newly-enrolled students in grades K-6 at the time such enrollment occurs.

Parents/Guardians who wish to have the school notify them of their child's absences must provide a written request to the appropriate Building Principal with the following information:

1. the child's name;
2. the child's grade and building;
3. the name and phone number of the primary contact person for the child; and
4. the name and phone number of an alternate contact person.

Parents/Guardians desiring this service must submit a request each school year.

Cross-ref: 4710, Grading Systems  
5100, Student Attendance  
5161, Truancy and Tardiness  
5800, Student Awards and Scholarships

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

Note: Prior policies, Policy Manual, 5113.1, 5113.2; District Teachers' Handbook, p. 27, revised