

## 2009-2010 Lake Shore Central School District Student Attendance Information

The following information on student attendance is provided according to the NYS Education Departments Policy to ensure an adequate attendance record, verifying the attendance of all children in school, in accordance with Education Law, section 3205.

Also established is a practical mechanism for every public elementary, middle and secondary school in New York State to account to the parents of all children enrolled in school, for the whereabouts of their children throughout each scheduled school day.

We have to ensure student attendance during all scheduled school days, periods or blocks of actual instruction or supervised study activities. In order for students to succeed at meeting the New York State Learning Standards and succeed on the New York State Assessments, daily pupil attendance is very important and recorded officially.

School attendance will be taken and recorded in the following manner:

- For grades K-5, Elementary student attendance will be taken and recorded daily at the start of the school day by their classroom teacher.
- For grades 6-12, Middle and High school student attendance will be taken and recorded daily in each period/block of scheduled instruction by their classroom teacher.

A written excuse, signed by a parent, must be turned into the office after each student absence or tardy. A parent note is also needed before any early departure is approved. All absences are considered unexcused until the main office attendance secretary records this note. Absences will be recorded in the following categories:

### **Excused**

Student Illness  
Serious illness or death in family  
Medical or dental appointments  
Road Test  
Approved Educational Trips  
Impassable roads/weather conditions  
Religious observances  
Quarantine  
Required court appearances  
Pre-approved college visits  
Military obligations  
Emergency situations approved by the Building Principal

### **Unexcused**

Visiting  
Vacation  
Obtain learner's permit  
Overslept  
Babysitting  
Hunting/Fishing  
Trips  
Automobile issues

### **Truancy**

Absence from school  
without parent permission

**All absences, excused or unexcused, are recorded as a total on a student's official attendance record.**

### **Attendance Definitions:**

Register of Attendance – Any written or electronic record maintained by the school district, for the purpose of recording the attendance absence, tardiness or early departure of a pupil.

Scheduled instruction – Everyday, period or block, that a pupil is scheduled to attend actual instruction or supervised study activities during the course of a school day.

Absence – A student is not present during a scheduled school attendance day, period or block.

Unexcused Absence – Absence from school, which is not recognized as legal.

Excused Absence – Absence from school, which is recognized as a legal absence with a parent note received and recorded.

Tardy/Excused/Unexcused – Late to school after the start of the regular school day.

Early Departure/Excused/Unexcused – Leaving school before the end of the regular school day.

Truancy – Absent from school without parent permission.

Perfect Attendance – A student is in school, all day, every day, period or block that school is in session.

Exemplary Attendance- a student is in school every day but due to verified excused reasons, a limited portion of school time was missed.

Additional attendance information is outlined in your child's school agenda and is available by contacting the individual school principal. All parents are encouraged to call the school nurse daily when your child is absent from school, regardless of the reason.

**The Lake Shore Central School District believes that student participation in classroom instruction is an integral part of the learning process and therefore encourages daily school attendance.**