

**Attendance Policy For
St. Clare School
137-25 Brookville Blvd.
Rosedale, NY 11422**

St. Clare School has developed our attendance policy in accordance with New York State Education Law Section 3205 to be implemented on July 1, 2002. This comprehensive attendance policy will help to uphold the philosophy and mission statement of our school, as is stated in our handbook.

The elements of our Comprehensive Attendance Policy are as follows:

Objectives:

- a) To ensure the maintenance of an adequate record verifying the attendance of all children at instruction in accordance with Education Law Section 3205.
- b) To establish a practical mechanism for St. Clare School to provide accountability of all students throughout the school day.
- c) To ensure sufficient pupil attendance at all scheduled periods of actual instruction or supervised student activities.

Strategies to Meet Objectives:

- a) Use of the daily register of attendance
- b) Use of recording system in departmentalized grades. (Master sheet-sent by 9:00 AM).
- c) Use of recording system for excused or unexcused absence for a day or portion of. (Written-yellow book.)
- d) Use of a recording system for tardiness or early departure. (Written-yellow book.)
- e) Use of a recording system for each scheduled day of instruction. (Written-yellow book and master sheet sent to office and in office computer.)
- f) Use of dates for entries and withdrawal of enrollment. (Written-yellow book.)

When Attendance Will Be Recorded:

- a) Daily at elementary level.
- b) Period by period at secondary level or an elementary level that is departmentalized.
- c) At elementary level when the students attend special content area classrooms.

Determination of which absences are excused and which are not and a coding system:

a) Excused absences shall include:

<u>Type of Absence:</u>	<u>Code:</u>
Sickness	S
Sickness or death in family	F
Required to be in court	P
Approved high school or college visits	P
Quarantine	P
Excused absence, part of day	X
Attendance at health clinics	P
Religious observance	P
Others noted in attendance register	

b) Unexcused Absence Shall Include:

<u>Type of Absence:</u>	<u>Code:</u>
Unlawful detention	O
Truancy	T
Suspension	Su
Vacations	V

Description of School Policy Regarding Attendance and Course Credit:

Schools within the Diocese of Brooklyn believe that student attendance in school increases student success. In order for each student to develop their personal talents, pursue academic quality, foster responsibility and leadership, we encourage parental support in the educational success of children. Regular attendance at school is essential for student success. Subjects are taught in sequence and require the understanding of each concept in the order of its presentation.

Therefore, students who miss 45 days of school, and have not met periodically with school administration, are in jeopardy of retention. At a conference with the school administration and teachers, alternative educational plans will be determined. It is the parent's responsibility to notify school administration of an attendance concern and to request such a conference.

Description of Incentives/Sanctions to be Used:

- a) Perfect Attendance Award given according to school policy.
- b) Regular attendance determines participation in special occasion days or events.
- c) Regular attendance determines promotion.
- d) Excessive irregular attendance warrants notification of proper authorities.

Description of Notification of Parents: (Policy Listed I Handbook)

- a) Parents notify school for absence and/or tardiness.
- b) School calls parents if parent has not called.
- c) A written excuse must be completed by the parent giving specific reason for absence/tardiness within 2 days.
- d) If an excuse is not received within the 2 days, the absence is recorded as unexcused.
- e) Unexcused absences/tardiness is recorded in school register of attendance.
- f) A note is submitted to the school office when a student is going to be released early. Parent or guardian comes to the school office and signs out the student to be released.

Description of the Development Process for Intervention Strategies:

Personnel keep the administration aware of persistent attendance problems or patterns. The school notifies the parents of the problem and the pattern. If the problem or pattern continues, the school administration will notify proper authorities.

Identification of the Person to Review Attendance Records and Initiate Action:

The principal for the purpose of initiating appropriate action to address unexcused pupil absences, tardiness and early departure shall review pupil attendance records.