

**Student Attendance and Withdrawal Policy**

The Board of Education believes that in order for students to be successful in school, the workplace and beyond, students must attend school every day. The Board also recognizes truancy and chronic absence, defined as missing 10% of the school year for any reason, are symptoms of a larger problem and not the problem itself.

The Board recognizes that chronic absenteeism jeopardizes students' ability to reach critical milestones such as reading on grade level by the end of third grade and graduating on time.

The Board acknowledges the need to maintain accurate attendance records. This Attendance/Participation Policy is aligned with the Goals and Objectives from the Rochester City School District's Strategic Framework and will be consistent with established policies and regulations to accomplish the following goals:

1. Ensure that each of our students is academically prepared to succeed in college, life, and the global economy;
2. Create safe, engaging, and nurturing school environments that enable student success;
3. Recruit, develop, and retain highly effective, diverse people dedicated to student success;
4. Use world-class operational standards and practices to continuously improve how we support student success; and
5. Create a culture in which we hold ourselves accountable for student success.

The Board directs the Superintendent to establish standards and guidelines for attendance, absences, including chronic absenteeism, excuses and withdrawal from the District. The expectation is that all schools will continually strive toward 100% attendance with students coming to school every day. The District and schools will be expected to identify and monitor students with chronic absenteeism and provide interventions to resolve the obstacles preventing students from attending school on a regular basis.

Procedures for providing make-up opportunities shall be developed and provided to students by the subject area teacher, following the administrative guidelines.

The District will focus on maximizing student attendance by clearly identifying responsibilities of staff, students, parents, and community, dedicating appropriate resources, and ensuring that students are successful academically, economically, and socially.

In July 2012, a law was enacted to authorize the Rochester City School District to require all children attaining five years of age on or before December 1<sup>st</sup> to attend kindergarten in the preceding September. However, parents may choose to wait to enroll their child in kindergarten until the following September. The law also exempts children enrolled in private schools or who are receiving home school instruction.

Once a child has enrolled in school at any grade level from kindergarten through 12<sup>th</sup> grade, the provisions of this policy take effect. All students at all grade levels from kindergarten through 12<sup>th</sup> grade, including those with disabilities, must maintain a satisfactory level of attendance in each marking period in order to be eligible to receive a passing grade. Class participation may be considered a factor for students to obtain passing grades in grades kindergarten through 12. All students in all grades are expected to strive for 100% attendance.

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Parents and guardians have the primary responsibility for ensuring that students arrive to school on time for each school day, that the school is informed that their child will be absent from school or classes, and are responsible for encouraging students to stay in school. The Board also acknowledges the role and responsibility of principals, teachers and School-Based Planning Teams in the improvement of student academic achievement.

The District will focus on maximizing student attendance by clearly identifying the responsibilities of staff, students, parents, and community, identifying appropriate resources, and ensuring that students are successful academically, economically, and socially.

The Board recognizes that dropping out of school has serious long-term consequences for students. The Board is committed to doing everything within its power to provide a quality education that ensures our students graduate with the skills to be successful in this global economy. To that end, the Board adopts the policy that, except for students that are employed full time, all students must complete (at a minimum) the school year in which they turn 17 years of age before initiating the paperwork required to officially drop out of school. Students that are employed full time must complete (at a minimum) the school year in which they turn 16 years of age before initiating the paperwork required to officially drop out of school.

The Board established the following guidelines for the withdrawal of students from the District:

- A. Students shall be counseled on their educational program prior to leaving the District. This includes graduates, dropouts, and students who withdraw for other reasons, such as those who intend to transfer to another school district, charter school, private school, or home school;
- B. All students leaving the District shall be properly coded and accounted for in the Student Management System (SMS);
- C. All required documentation shall be collected and filed in the student's cumulative folder; and
- D. Formal processes and procedures for withdrawal shall be developed, maintained and followed by the District consistent with the law.

Cross-ref: 4321, Programs for Students with Disabilities  
5100-R, Student Absences, Excuses and Withdrawal Regulation  
5305-R, Eligibility for Extracurricular Activities  
5305-R, Eligibility for Extracurricular Activities Regulation

Ref: Education Law §§3202(1-a); 3205-3213; 3225  
8 NYCRR § 175.6

Note: Student Attendance and Withdrawal Policy (August 28, 1997)

Amended August 20, 1998; August 21, 2000; May 22, 2008; July 22, 2010 pursuant to Resolution No. 2010-11: 74; April 25, 2013 pursuant to Resolution No. 2012-13: 619; Amended June 15, 2017 pursuant to Resolution No. 2016-17: 853.