

## Students

**SUBJECT: RELEASE TIME OF STUDENTS/ABSENCE FOR RELIGIOUS EDUCATION AND OBSERVANCE****I. Release Time of Students Generally.**

Written requests from the parent/guardian for the release of students generally will be honored. The time and reason for absence shall be recorded on the attendance record, using the procedures mandated by the state.

The building principal shall assume this responsibility or shall designate an individual to review and approve all requests.

**II. Absence for Religious Education and Observance.**

Absence of a student from school during school hours for religious observance and education to be had outside the school grounds will be excused upon the request in writing signed by the parent or guardian of the pupil.

The courses in religious observance and education must be maintained and operated by or under the control of duly constituted religious bodies.

Students must be registered for the courses and a copy of the registration filed with the school.

Reports of attendance of students upon such courses shall be filed with the principal at the end of each semester.

Such absence for a released time program for grades kindergarten through twelfth shall be for not more than one hour each week which hour, or part thereof, shall be the last hour of the school session on each Monday afternoon.

8 New York Code of Rules and Regulations  
(NYCRR) Section 109.2

Adopted: 1/12/99  
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