

## **Washingtonville Central School District Summary of the Comprehensive Attendance Policy**

On November 29, 2001, an amendment to Commissioner's Regulations §104.1 was signed requiring school district officials to prepare and adopt a Comprehensive Attendance Policy by June 2002. Following is a summary of the policy adopted by the Board of Education of the Washingtonville Central School District.

The policy was developed in accordance with the requirements set forth in the amendment and was written in collaboration with students, teachers, administrators, and parent volunteers. A full copy of the Attendance Policy is included in the student handbook provided to all Middle and High School students at the beginning of the school year. In addition, copies of the full policy will be available in all buildings as public information material.

### **The District's Comprehensive Attendance Policy includes:**

1. A statement of the overall objectives to be accomplished.
2. A description of specific strategies to be used to meet the objectives.
3. Definitions of student absences, tardiness, and early departures within the two categories of "excused" and "unexcused." This includes an illustrative list of those determinations.
4. A coding system to identify and record these dates within the attendance registers.
5. A description of attendance incentives.
6. Descriptions of disciplinary consequences for those students who are illegally late, absent, or depart early from school.
7. A description of the intervention strategies that will be employed in the event of a student illegally missing school.
8. A description of the attendance review process as it pertains to parents, building principals, and the Board of Education.
9. A section outlining the dissemination and awareness of this policy.

The signed amendment to the Commissioner's Regulation also includes a requirement for districts to implement a period by-period attendance-keeping system at the secondary levels as of July 1, 2003. The Washingtonville Middle School and the High School are in full compliance with this regulation and are currently utilizing a period-by-period attendance system. The objective of this policy is to encourage students to attend school on time and for the maximum number of days and instructional periods possible.

The District Comprehensive School Attendance Policy was approved by the Washingtonville Board of Education in June of 2001. It has been in full effect since that time. Please join us in ensuring that your child is in attendance for the maximum instructional time during this school year.