

<h1>POLICY</h1>	2023	7200
	<b>Students</b>	

**Subject: Attendance Policy**

The Williamson Central School District does not have an open campus and students cannot be released during the school day for unauthorized reasons. Students are expected to be in school for the entire time school is in session.

**A. Statement of Overall Objectives and Philosophy**

School attendance is both a right and a responsibility. The Board of Education recognizes that consistent school attendance, academic success, school completion, and success in the workplace have a direct correlation. The school district also wishes to become an active partner with students, parents, and the community in the task of helping all students meet or exceed the New York State Learning Standards.

The Board has developed this comprehensive student attendance policy to meet the following objectives:

- (1) To increase school graduation rates;
- (2) To raise student achievement and performance;
- (3) To identify attendance patterns in order to decrease the number of tardy arrivals to school;
- (4) To know the whereabouts of every student for safety and other reasons;
- (5) To verify that individual students are complying with education laws relating to compulsory attendance;
- (6) To determine the school district’s average daily attendance for state aid purposes.

**B. Elements of the Comprehensive Student Attendance Plan**

I. Statement of strategies to be employed:

A. Notification on attendance requirements:

1. Student Handbook
2. Plain language copy to parents

B. Interventions for non-attendance

II. Definitions are as follows:

A. Legal absences include but are not limited to:

- Personal illness
- Illness or death in the family
- Impassable roads due to inclement weather
- Religious observance
- Quarantine

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- Required court appearances
- Medical appointment (on-going medical appointments may need to be verified)
- College visits with parents/guardians
- Approved cooperative work programs
- Military obligations
- Academic obligations
- Other activities approved by the Board or its designee

B. Illegal absences include but are not limited to:

- Family vacation
- Hunting
- Babysitting
- Non-medical appointments
- Oversleeping
- Other activities disallowed by the Board or its designee

III. All absences need to be verified by a written note. There may be an occasional situation when an emergency arises during the school day and a parent may need to phone for their student to be released. This must be followed by a written note subsequent to this call.

IV. Attendance will have no bearing on course credit except where a state requirement exists for seat time.

VI. Notice to parents for unexcused absence:

- A. Phone call from district
- B. Report card attendance notification

VII. Intervention steps towards improvement:

- A. Call home
  1. by school nurse/attendance clerk
  2. by administrator
  3. by teacher
- B. Letter sent to parent
- C. Parent conference with school officials

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- D. Restricted privileges may include, but are not limited to, loss of parking privileges, loss of senior privileges, detention, revocation of student’s employment permit and/or denial of participation in interscholastic and extracurricular activities.
  - E. Referral to Multi Tiered Systems of Support Team
  - F. Referral for educational neglect (if education is being affected)
- IX. Appeal Process steps to be followed:
- A. Questions concerning any absences should first be addressed through the school nurse/attendance clerk.
  - B. Any further questions should be referred to the committee comprised of the school nurse, the building principal, and a representative from the District Office.
  - C. This committee will render a decision within five (5) school days of receiving the appeal.
  - D. Appeal of this committee’s decision can be made to the Superintendent of Schools who will make the final decision.
- X. Extracurricular Activities and Athletics
- A. If a student is suspended in school or out of school, he or she will not be allowed to attend club meetings, practices, performances or competitions on the day(s) of suspension. All suspension obligations must be completed prior to participation in any practice, competition, performance, or activity.
  - B. In order to attend club meetings, practices, performances or competitions on a given day, participants must be present in school.
  - C. It is the responsibility of the advisor/director/coach to monitor this on a daily basis during the activity.

**C. Student Attendance Recordkeeping/Data Collection**

The record of each student’s presence, absence, tardiness and early departure shall be kept in a register of attendance in a manner consistent with the Commissioner’s Regulations. An absence, tardiness or early departure will be entered as “excused” or “unexcused” along with the District’s code for the reasons. Such records shall be kept for each scheduled day of instruction on which a school is not closed for all or part of the day due to causes deemed satisfactory to the Commissioner of Education. The Superintendent shall, subject to the approval of the Board, implement regulations intended to execute the intent of this policy in a manner appropriate to each of the District’s school buildings and take such steps as necessary to inform building staff of the requirements.

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**D. Building Review of Attendance Records**

At the end of each five week period, the building MTSS team will review attendance records in conjunction with the school nurse/attendance clerk and any other designated staff. The review is intended to identify individual and group attendance patterns and to initiate appropriate action to address problems of unexcused absences, early departures or tardiness.

**E. Annual Review by the Board of Education**

The Superintendent shall keep the Board informed regarding legal requirements for compulsory education. The Board shall annually review the building level attendance records and if such records show an unexplained decline in student attendance at the building, the Board will consider such revisions to the policy and plan as they deem necessary to improve student attendance.

Approved: Board of Education  
September 23, 2009

Approved: Board of Education  
September 12, 2012

Approved: Board of Education  
June 15, 2016

Approved: Board of Education  
May 23, 2018

Approved: Board of Education  
April 19, 2023