



WINOOSKI SCHOOLS

We are the future.

**POLICY #5110
REQUIRED^[1]**

WINOOSKI SCHOOL DISTRICT POLICY ON STUDENT ATTENDANCE

The Winooski School District feels strongly that there is a positive relationship between good attendance and good school performance. It is the policy of the Winooski School District to set high expectations for consistent student school attendance in accordance with Vermont law in order to facilitate and enhance student learning.

Legal pupils between the ages of 6 and 16 and who are residents of the school district and non-resident pupils who enroll in school district schools are required to attend school for the full number of days that school is held unless they are excused from attendance as provided in state law.^[2] Students who are over the age of 16 are required to attend school continually for the full number of school days for which they are enrolled, unless they are mentally or physically unable to continue, or are excused by the superintendent in writing.^[3]

The District requires its administration and/or designee(s) to develop and support individual attendance plans that will allow students to remain in school or return to school. The District will employ restorative practices prior to pursuing necessary legal action to enforce legal school attendance requirements.

Annually, the superintendent shall ensure that the school board appoints one or more individuals to serve as the truant officer, and shall ensure that appointment is recorded with the clerk of the school district.

The superintendent shall develop administrative rules and procedures to ensure the implementation of this policy.

Administrative Rules and Procedures

The procedures will address the following issues and may include others as well:

**WINOOSKI SCHOOL DISTRICT, 60 NORMAND ST., WINOOSKI, VT 05404
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1. written excuses;
2. tardiness;
3. notification of parents/guardian;
4. signing out of school;
5. excessive absenteeism;
6. homebound and hospitalized students;
7. early dismissals;
8. homework assignments;
9. making up work

PROCEDURES: (also referred to as rules or regulations) are the specific directions that indicate exactly how school personnel and others will carry out the policies adopted by the School Board. Procedures will be developed by the Superintendent in consultation with staff and are attached. Procedures may change more frequently than the underlying policy and do not require adoption by the Board.

Reviewed and Updated:

1st Reading: September 11, 2019

2nd Reading: October 9, 2019

Approved by Board of School Trustees: October 9, 2019

Legal Reference(s): Title 16, § 1073, § 1074

Title 16, §§ 1121-1129

VT State Board of Education Manual of Rules & Practices: §2120.8.3.3

Cross Reference(s): Policy #5114(a) (Student Conduct and Discipline)

Procedure WSD 504 (Resident/Non-Resident Status)

^[1] The State Board of Education Manual of Rules and Practices includes a school quality standard requiring that “(E)ach school...adopt policies on student decorum and classroom attendance.” SBE Rule 2120.8.3.3. This is the basis for the inclusion of this policy on the VSBA “mandatory” list. There is no statutory requirement for a policy on attendance.

^[2] See 16 V.S.A. 1121 for legally acceptable excuses.

^[3] See 16 V.S.A. 1122.

PROCEDURES:

1. Kindergarten entrance age shall be 5 years old on or before September 1 of the school year.
2. All attendees must be bona fide residents of Winooski, tuition paid non-residents or granted a tuition waiver by the Board of School Trustees through direct action or policy.
3. All kindergarten attendees must meet the full program requirements of this School District.
4. All attendees in grades 1-8 must meet the full day school attendance rules and regulations of the State Department of Education or be granted an exception by IEP or other Board of School Trustee action.
5. All attendees in grades 9-12 must meet the full day attendance rules and regulations of the State Department of Education, or be granted an exception by IEP or other Board of School Trustee action. Said students shall normally be enrolled in at least 6 courses per academic year and shall be making steady progress towards graduation as outlined in Policy #5127.
6. In grades K-12, students are expected to attend all classes, activities (including field trips, fine arts and musical performances). It is the student's responsibility to attend school except in special circumstances and with a valid excuse. Students missing school for unexcused reasons for 10 days or more may participate in a supportive and restorative attendance planning process. Excessive absences from school or individual classes may result in a disciplinary consequence and/or reduction of grade and/or loss of credit. Please refer to the Winooski Middle High School Parent Student Handbook for specific information on the implementation of this policy and procedures. Please note that excessive truancy may be subject to the City of Winooski Ordinance.
7. School Principals shall be responsible for maintaining accurate and up-to-date records of student attendance.
8. School Principals are responsible for assuring that the schools have appropriate family information that allows the school to contact the parent(s) or guardian(s) of all students whenever necessary.