



# Altmar Parish Williamstown Central Schools

639 County Route 22, P.O. Box 97, Parish, NY 13131

District Office

Phone: (315) 625-5251

Fax: (315) 625-7952

Website: [www.apw.cnyric.org](http://www.apw.cnyric.org)

## Attendance Intervention Protocol

- 95% attendance rate and/or 3 consecutive days will result in a teacher concern phone call. For the elementary, this will be the classroom teacher. For the Jr/Sr High School, the grade level teams will look at the list and distribute the names accordingly. Example: If there are 10 students in grade 7 that fall into this category, each grade level team member will take 2-3 students. Teams can rotate accordingly.
- 90% attendance rate or 5 consecutive days will result in a letter home. This letter will be sent by the main office with the teacher(s) and principal's name attached.
- 85% attendance rate or 7 consecutive days will result in guidance counselor intervention based on administrative recommendation and involvement with a possible home visit. (For liability purposes, it is recommended two people go on the home visits. Home visits may be made by an administrator, guidance counselor, or teacher if feasible.)
- 80% attendance rate or 10 consecutive days, with the aforementioned interventions already in place, will result in letters to parents making them aware of the school district being responsible for filing paperwork to DSS.
- 75% attendance rate or 15 consecutive days will result in a hotline call unless the student has had past attendance issues in which case the hotline call could be made sooner. This decision will be made by the building administrator. Hotline calls should be made by the building administrator or counselor.
- Students with chronic health issues or who are ill may not fall under the aforementioned criteria. The school nurse should be consulted to verify this information.