

JFK Weekly Newsletter

Wednesday, October 9, 2024 Sara Raabe, JFK Principal

The WSD attendance expectations and procedures have been sent home a few times this year. As the colder months start approaching, we tend to see an increase in students being absent for illnesses. Some families have communicated that they were unaware of the WSD attendance expectations and procedures. To ensure that everyone has access to the information, I am sending home the expectations and procedures again. Please feel free to reach out with any clarifying questions

JFK Attendance Expectations

The Winooski School District's goal is to provide students with an engaging education that prepares them to be college and career ready. The Vermont State law intends to ensure students are in school and learning. Good attendance leads to better success in school. Consistent attendance is essential for a successful school experience.

Vermont Law

Registered Winooski School District students between the ages of 6 and 16 are legally required to attend school daily, throughout the school year. [Vermont Law](#)

The expectation is that JFK students arrive at school by 8:15 am. JFK students who arrive after 8:20 need a late slip

Absences

A student not present for any reason is considered *absent*. An absence is classified in one of three categories:

- *Excused*: Illness; death in the family; prior approval for family commitments; appointments; religious holidays.
- *Parent Excused Absence*: Parents may excuse their child without medical documentation for illness or appointments up to 3 times per year. After that, this type of absence will be marked as unexcused without proper documentation. [Absences that exceed three consecutive days require medical documentation](#)
- *Excused/School-Sponsored Activity*: Field trips, athletic events, music events, school-approved activities, suspensions.
- *Unexcused*: All other absences will be considered an unexcused absence. This includes for illness or appointments that exceed the three-day grace period. This also includes alternate education programs that are not state-approved, for example, Crow's Path.

Any of the following methods of notification listed below will be accepted by our attendance personnel. A *verified* excused absence is when your student is ill or cannot attend school for personal reasons (not to exceed two consecutive days or three parent excused absences per semester).

- *Email* to Allyssa Ravelin, District Attendance Assistant (must be sent by parent/guardian email identified on PowerSchool contact list). aravelin@wsdvt.org
- *Parent/guardian note* (must have parent signature and phone number).
- *Phone calls* from parents/guardians must be made prior to 8:00 am on the day of the absence.

Medical and dental appointments or court appearances are excused absences. Documentation from the medical care provider or the court is required. *Documentation is required within (3) school days of the absence; otherwise it will remain unexcused.*

Planned Absences

Students/Families with advanced knowledge that they will be out of school for more than two days need to meet with the JFK principal at least five days in advance of the absences.

Attendance Procedures

To better inform parents of student attendance, the following procedures will be followed. No differentiation will be made between excused or unexcused when reporting the cumulative total of absences. *Cumulative* is the total, not necessarily consecutive, excused or unexcused, number of absences.

All families receive attendance letters at 5, 10, 15 and 20 cumulative absences during the school-year.

5 Absences:

On a regular basis the Attendance Assistant will email Administration and School Counselors regarding students who have reached 5 days of absences.

10 Absences:

Monthly attendance reports by Attendance Assistant will be provided to the Administration and School Counselors for further intervention including but not limited to, holding a meeting with students/family/teacher/counselors, referrals to EST, or community resources.

Please Note: After 10 days of consecutive absences, we legally have to unenroll students, as the state assumes they are no longer receiving instruction at the school. The school will work with families to re-enroll students when ready.

15 Absences:

The School Counselors and school administrators will develop appropriate interventions as determined by need.

20 Absences (Truant):

The School Counselors and school administrators will develop appropriate interventions as determined by need.

A student who repeatedly fails to attend school without good reason will be considered truant. The school may ask the state's attorney to file truancy charges against the parent or guardian. They may also file a complaint with the Department of Children and Families (DCF) claiming "educational neglect" by the parent or guardian.

Tardies

Tardiness is defined as arriving late to school or class. The expectation is that JFK students arrive at school between 7:30-8:15 am and are in class by 8:20 am. Any student who arrives after 8:20 am will be considered "Tardy" and will be given a tardy slip and go directly to class.

Parents/guardians will be contacted by the WSD attendance assistant if their student is not in school.

Early Dismissals

Early dismissals should be limited to school-sponsored events, court appearances, religious obligations, funerals, and medical appointments that cannot be reasonably scheduled after 3 p.m. An email or written note from the parent/guardian stating the purpose of the dismissal is required. The procedure to be followed is listed below:

- The student or parent/guardian must submit a note or email to the attendance assistant prior to 9:00 a.m. explaining the reason for dismissal, including the time, and if they will be returning to school.
- The student will sign out with the Attendance Assistant and the parent/guardian must make contact with the Attendance Assistant before the student is allowed to exit the building. If the student returns to school before the end of the day, they will sign back in with the Attendance Assistant and receive a pass to return to class.

JFK Calendar

Wednesday, October 9, 2024

11:00 AM Early Dismissal

Thursday October 10, 2024

No School

Friday October 11, 2024

No School

Yom Kippur and Dashain

Thursday October 17, 2024

All School Morning Meeting

Friday, November 1, 2024

No School

Tihar and Diwali

Tuesday, November 5, 2024

Picture Retake Day

November 21, 2024

11:00 AM Early Dismissal

JFK Parent Teacher Conferences 11:30 am - 8:00 PM

November 22, 2024

11:00 AM Early Dismissal

JFK Parent Teacher Conferences 11:30 am - 3:00 PM

November 25 - 29, 2024

No School

Fall Break



JFK Elementary

Email: sraabe@wsdvt.org

Website: wsdvt.org

Location: [60 Normand Street, Winooski, VT, USA](https://www.google.com/maps/place/60+Normand+Street,+Winooski,+VT,+USA)

Phone: [802-655-0411](tel:802-655-0411)

Facebook: <https://www.facebook.com/winooskilearns>



Sara Raabe