

**Addison Northeast Supervisory Union and Member School Districts  
(Bristol, Lincoln, Monkton, Mt. Abraham Union High, New Haven, Starksboro)  
Boards of Directors' Policy**

Policy Area: Students: F2

Policy Subject: **STUDENT ATTENDANCE**

It is the policy of the Addison Northeast Supervisory Union and its member school districts to set high expectations for consistent student school attendance in accordance with Vermont law in order to facilitate and enhance student learning.

### **Background**

Vermont law requires school attendance for students between the ages of 6 and 16 so that a student may complete a course of study that will facilitate the transition to the responsibilities of adulthood. The Addison Northeast Supervisory Union and its member school districts believe that there is a positive correlation between good attendance and successful academic performance; good attendance habits are valued by society and employers; and the school shares with parents the responsibility for developing good attendance habits. Absences deprive students of valuable and irretrievable learning opportunities; limit students' chances to experience success in school; contribute to lowering students' grades; and hinder the development of good attendance habits.

### **Definitions**

1. A **truant** student is one who is subject to compulsory school attendance (16 V.S.A. § 1121) and who is absent without valid cause or excuse.
2. **Valid causes** for absences include illness, observance of a religious holiday, death in the family, family emergency, situations beyond the student's control as determined by the School Board or other circumstances which cause reasonable concern to the parent or guardian for the health or safety of the student and are confirmed in writing or verbally by the parent or guardian of the student.

### **Administrative Responsibilities**

1. The Principal of each school is responsible for developing procedures to guide the implementation of this policy. The procedures will address the following issues and may include others as well:
  - written excuses;
  - tardiness;
  - notification of parents/guardian;
  - signing out of school;
  - excessive absenteeism;
  - homebound and hospitalized students;
  - early dismissals;
  - homework assignments;
  - making up work

2. The Principal of each school is responsible for maintaining accurate and up-to-date records of student attendance.
3. The Principal of each school is responsible for assuring that the school has the appropriate family information that allows the school to contact the parent(s) or guardian(s) of all students whenever necessary.

	ANESU	Beeman	Bristol	Lincoln	Monkton	Mt. Abraham	Robinson
Date Warned	4/30/10	4/30/10	5/11/10	5/24/10	4/30/10	6/9/10	4/30/10
Date Adopted	5/26/10	5/11/10	6/14/10	6/21/10	5/13/10	6/22/10	5/12/10

## **PROCEDURES STUDENT ATTENDANCE**

- I. Absence from Class
  - A. Accumulated absences include excused and unexcused absences.
  - B. An excused absence is an absence excused by a parent or guardian for things such as dental/medical appointments, illness, family emergencies, or family priorities. Prior notification by a parent/guardian regarding an anticipated absence should be made to the office by sending in a note or by calling the school. If a student will be late or absent, notification should be made to the school before 8:20 a.m. on the day of the absence.
  - C. An unexcused absence will be considered a cut when a parent or guardian has not given written or verbal verification to the office about the absence within three (3) school days of returning to school. Consequences for unexcused absences are described in the school's class cut procedures.
  - D. Classes missed due to school related activities such as field trips, guidance meetings, sports dismissals, school sponsored travel, Fine Arts activities, etc. are not included in the accumulated absences.
  - E. Regardless of the reason for the absence, students are expected to complete missed class work and assignments in a timely manner; this may require students to stay after school in order to make up the work.
  - F. Because absences from a class are often due to late arrivals and early dismissals, the total number of absences is recorded separately for each class. Each semester, absences will be counted on a class-by-class basis.
  
- II. Excessive Absenteeism
  - A. Excessive absenteeism is defined as missing 15% or more of a class due to accumulated absences, which translates to approximately seven (7) class periods per class in a semester.
  - B. The parent(s)/guardian(s) will be notified by mail when a student has reached 5 accumulated absences per semester.
  - C. When the total number of absences from a particular class has reached seven (7) during a semester, the student and his/her parent/guardian will be requested to meet with a student support team which may include guidance counselors, administration, and the teacher(s) of the course(s). The purpose of the meeting is to communicate with the family about the needs of the student and to determine whether or not the student will be able to adequately meet the course requirements. An outcome of the meeting may be a plan for receiving additional supports to help the student to continue in the course. If the student is too far behind in the course to meet its requirements, withdrawing from the course may be considered.