



ADDISON NORTHWEST SCHOOL DISTRICT POLICY

SECTION	Students	CODE	C7
TITLE	Student Attendance		

Policy

It is the policy of the School Board of the Addison Northwest School District to set high expectations for consistent student school attendance in accordance with Vermont law in order to facilitate and enhance student learning. Students who are (i) children between the ages of six and 16 years who are residents of the district; (ii) non-resident pupils who enroll in district schools; and (iii) children over the age of 16 who are enrolled in a district school, 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.¹

Definitions

For the purpose of this policy, “truant” shall mean:

- 1) A student between the ages of six and sixteen years, who is not excused from school attendance and fails to enter school at the beginning of the academic year or, being enrolled, fails to attend school.
- or,
- 2) A student who is at least 16 years of age and is enrolled in public school and fails to attend, and is not excused from school attendance.

A student may be excused from compulsory attendance if the student:

- 1) Is mentally or physically unable to attend;
- 2) Has completed the tenth grade and is not enrolled in public school;
- 3) Is excused by the superintendent or a majority of the school directors; or
- 4) Is enrolled in and attending a postsecondary school which is approved or accredited in Vermont or another state.²

Implementation

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 on or before July 3.³

¹ 16 V.S.A. §§ 1121 (Attendance by Children of School Age Required), 1122 (Students over 16)

² 16 V.S.A. § 1126

³ 16 V.S.A. § 1125

Administrative Rules and Procedures

The superintendent shall develop administrative rules and procedures to ensure the implementation of this policy. The procedures will address the following issues:

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; and
9. making up work.

The procedures may address other issues as well, including educational neglect.

Administrative Responsibilities

1. The Principal of each school is responsible for maintaining accurate up to date records of student attendance.
2. 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.

<i>Date Warned:</i>	<i>January 12, 2017; November 19, 2018; November 14, 2022</i>
<i>Date Adopted:</i>	<i>January 25, 2017; November 26, 2018; December 12, 2022</i>
<i>Date Revised:</i>	<i>November 26, 2018; November 14, 2022</i>
<i>Legal Reference(s):</i>	<i>16 V.S.A. §§1121 et seq. (Attendance required) 16 V.S.A §1125 (Truant Officers) VT State Board of Education Manual of Rules & Practices: §2120.8.3.3</i>
<i>Cross Reference:</i>	<i>Admission of Resident Students (C31) Admission of Non-Resident Tuition Students (C25)</i>