



ADDISON NORTHWEST SCHOOL DISTRICT PROCEDURE

PROCEDURE C7R Attendance Procedures

Last Updated: August 2023

Regular attendance at school is essential for academic progress. Vermont law requires regular school attendance by students. Parents and guardians of students enrolled in school (regardless of their age) are required by law to ensure their children's attendance at school. We believe regular attendance is necessary to assure academic growth, as well as the development of responsible work and study habits. If your child will not be in attendance, please call the school or before the start of the school day and state the reason for the planned absence.

Extended absences:

The Superintendent of a public school may excuse, in writing, any student from attending the school for a definite time, but not more than ten consecutive school days and only for emergencies or for absence from town. It is appreciated that families make every effort to avoid scheduling a vacation/time away while school is in session, and fully recognize that there are instances when this is just not possible. Schoolwork may be requested (please contact teachers directly to do so), but we ask this occurs with a minimum of three days' notice, except in emergency situations. This request can be made by completing the [Extended Absence](#) online form located on our website.

Valid causes for an absence include:

illness, observance of religious holiday, death in the family, family emergency, or situations beyond the student's control. Valid causes are reported to the school by the parent or guardian in writing or verbally. Parents or guardians should call the school's attendance line as early as possible to report their child's illness. Reporting absences to the school is an important method of enhancing student safety. Communication regarding absences is part of our effort to determine if every student sent to school to arrives at school. Parents or guardians requesting that excused absences be granted must make a written application in advance of the absences to the school principal.

Tardiness:

Tardy students must report to the school office as soon as they arrive so that there is an accurate count of people in the building for safety reasons. Being late for school puts students at a disadvantage. Incidents of tardiness will be recorded and letters of concerns will be sent from the

school when a pattern of tardiness is documented. School personnel are available to discuss with parents/guardians strategies to assist them in getting their student to school on time.

Truancy:

A student is truant if they are absent without a valid cause. Letters will be sent from the school when there is concern about the number of student absences.

Truancy: A student may be declared truant if that student has had any absence from school for more than 20 days during the course of the year.

Per state law, school notifications shall occur after a student misses 10, 15, 20 days. Continued truancy may result in affidavits being filed with appropriate State agencies and the State Attorney General's office.

Specific Procedures Outline:

The Superintendent in collaboration with Principals will develop and update common attendance procedures which will be evidenced in the all Student Handbooks. The procedures will address the following issues:

1. Written excuses
2. Tardiness
3. Notification of parents/guardians
4. Signing out of School
5. Excessive absenteeism
6. Homebound and hospitalized students
7. Early dismissals
8. Homework assignments
9. Making up work

Resources:

Extended Absence Form: <https://www.anwsd.org/for-families/extended-student-absence>