

# Student Attendance Procedures

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 fill out the online absence form before the start of the school day and state the reason for the planned absence.

## **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 absence. 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 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 or guardians strategies to assist them in getting their student to school on time.

## **Leaving early:**

If your student must leave school before the end of the day, send written permission, including the reason for early dismissal and the student's destination, to the office. To pick up your student, sign the early dismissal log in the school office. School personnel will call the child's teacher to send your child to meet you in the office. Parents or guardians stay in the office while waiting for their student.

## **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.