ATTENDANCE

It is the policy of Lamoille North Supervisory Union to set high expectations for consistent student school attendance in accordance with Vermont law (V.S.A. Title 16, Chapter 25) in order to facilitate and enhance student learning.

Introduction:

Vermont law (Title 16. Section 1121) requires children between the ages of 6 and 16 to attend a public school. In addition to the legal responsibility, regular school attendance is important for a number of other reasons. First, it is critical to the academic and social/emotional growth of all children. Second, regular and punctual attendance fosters the development of responsible and effective work/study habits. Clear expectations regarding student attendance support this shared responsibility (exceptions to this statute as per Title 16. Sections 1121 & 1123). Finally, education is a responsibility shared by individual students, families, schools and communities.

RESPONSIBILITIES

Parents/Guardians

Vermont law states that it is the responsibility of a child's parent or guardian to cause their children to attend and participate in school on a regular basis. It is also their responsibility to provide written notification of a child's absence.

School and District

Vermont law states that the Principal or designee will make reasonable effort to contact and work with parents/guardians to implement necessary supports to have children attend school on a regular basis. The principal or designee will document all student absences and will determine the thresholds for interventions. The Superintendent shall seek corroboration of mental or physical unfitness to attend school when appropriate.

ATTENDANCE PROCEDURES

Student attendance will be recorded daily; for the purposes of communication, parents will receive an “AlertNow” notification each day a student is not present for their first period class. Any student who does not have a first period class will be required to sign in with the attendance secretary upon arrival. Parents/guardians of students who do not sign in will receive an “AlertNow” notification each day a student is determined to be absent from their first class.

5 Days Absent	10 Days Absent	15 Days Absent	Beyond 15 Days Absent (but not more than 20 days)
Notification mailed to parent/guardian	Notification mailed to parent/guardian	Notification mailed to parent/guardian	Determination Letter to parent/guardian via certified mail
	Notification includes support services offered	Notification includes support services offered	Determination letter includes support services offered
	Notification w/potential consequences	Notification includes potential truancy consequences	Determination Letter w/ specific consequences
	Notification copied to (LCTP) and Supt	Notification copied to LCTP and Superintendent	Determination Letter copied to LCTP and Superintendent
		Notification requests a meeting between family, school, and LCTP	Determination Letter provides evidence of areas not met in Attendance Plan
		Attendance Plan is developed and implemented	Determination Letter is forwarded to Division of Child and Family Services and Vermont State Attorney Office

Excused Absences

In certain instances a student's absence from school cannot be avoided. A student may be excused for absences related to:

- Illness - absences that exceed 10 days per year must be documented by a medical professional including CES Nurse, Case Manager or School counselor. Undocumented absences beyond 10 days per year will be considered unexcused.
- Family emergency or death in immediate family
- Religious observance
- Appointments with professional health care providers - including mental health providers which cannot be scheduled during non-school hours - if a student has a medical appointment they should bring in a note from the health care office when they return to school or the absence will be considered unexcused
- Pre-planned family commitments and activities which have obtained prior approval from the school Principal
- Other school or educationally related activities which have been approved by the Principal. There may be times when students are present at school but absent from class because they are involved in an activity which has been approved by the school administration.

Tardiness

It is essential that students walking or being driven to school arrive in their classrooms no later than 7:50. The school day officially starts at 7:50, and most classrooms begin their Morning Meeting with their class at this time. This community time is important for children to feel part of their class, feel connected to their teacher and peers. It is also a time where students receive important information about their day. Teachers often incorporate important instructional components (literacy, shared reading and writing, math activities) into their Morning Meeting. Students who are habitually late miss this important time and often also miss literacy or math instruction, which are usually taught first thing in the morning. We understand that occasional things come up with families and children, but if a teacher feels that a student's habitual tardiness is affecting their learning, they may bring it to the principal's attention. The principal may request a parent conference to try to resolve the matter.