

# STUDENT ATTENDANCE

[C7]

## I. PURPOSE

The purpose of this policy is to comply with Vermont state law regarding attendance and truancy and to outline Thetford Academy's related practices.

## II. POLICY

It is the policy of Thetford Academy to set high expectations for consistent student school attendance in accordance with Vermont law in order to facilitate and enhance student learning. Students up to age 16 years 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. Students who are over the age of 16 years are required to attend school continually for the full number of the school days for which they are enrolled, unless they are mentally or physically unable to continue, or are excused by the Head of School or his/her designee in writing.

The Head of School or his/her designee shall serve as the truant officer.

The Head of School shall develop administrative rules and procedures to ensure the implementation of this policy.

## III. COMPONENTS OF POLICY

### A. Administrative Rules and Procedures

The administrative rules and procedures will address the following issues and may include others as well:

- written excuses
- tardiness
- notification of parents/guardians
- signing out of school
- excessive absenteeism
- homebound and hospitalized students
- early dismissals
- homework assignments
- making up work
- excused absences
- leaving school and returning
- students in vocational programs

- withdrawal for attendance reasons and related re-admission procedures.

**B. Administrative Responsibilities**

1. The Head of School or his/her designee is responsible for maintaining accurate and up-to-date records of student attendance.
2. The Head of School or his/her designee is responsible for requesting that every student's parent(s)/guardian supply to the school — and update as needed — appropriate family information that allows the school to contact the student's parent(s)/guardian whenever necessary.

ADOPTED: May 11, 2017