



**Policy:** [Student Attendance – Code C7](#)

**Procedural Requirements:**

“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.

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

- written excuses;
- tardiness;
- notification of parents/guardian;
- signing out of school;
- excessive absenteeism;
- homebound and hospitalized students;
- early dismissals;
- homework assignments; and
- making up work.”

[High School/Middle Family Handbook](#) pages 12 - 14

“The school day is from 8:00-2:55. If a student is going to be absent, late or dismissed, here are the procedures and guidelines necessary to follow:

- A parent or guardian must report the absence, late arrival or dismissal by phone or email to (802) 457-1317 or [wuhsmsattendance@mtnviews.org](mailto:wuhsmsattendance@mtnviews.org).
- Students may also arrive with a note from their parent/guardian.
- Note: Students must be in school by 11:00 and remain for the school day in order to participate in athletics and/or other after-school activities that day.
- HACTC students must attend their Hartford program in order to be eligible for after school activities.
- Students dismissed from school due to illness or absent from school should not return to take part in activities scheduled after school or in the evening of that day.
- Students must sign out at the office for a dismissal.
- [Link to MVSD policy: Eighteen Year Old Students](#)

***Class Absences & Tardies:***

If a student misses more than 10% of a class due to excused and unexcused absences, the student may lose credit for that class.

Guidelines for 10%:

- More than 4 classes for a quarter class
- More than 7 classes for a semester class
- More than 13 classes for a year class

Students and parents will be notified of the potential loss of credit via letter. The student will be required to schedule a meeting with their counselor and an Administrator to create a credit recovery plan, if appropriate.

### ***Tardiness***

Students who are late to class are considered tardy. If a student misses more than 20 minutes of a class, he/she will be considered absent. This type of absence may result in collaborative problem-solving, restorative conversations, or other methods of support.

### ***Extended and Planned Absences***

Procedures for extended absences for other reasons, please contact the registrar for further information. A parent or guardian must report the absence, late arrival, or dismissal by phone or email to (802) 457-1317 or [wuhmsattendance@mtnviews.org](mailto:wuhmsattendance@mtnviews.org).

MVSU has several scheduled school vacations throughout the year including a week off in February and April. Before you plan a trip, please consider that missing school for several days in a row can become a source of anxiety for students, creates gaps in their learning, and makes it difficult to assess their skills and assign grades. Attempting to complete work on a trip without attending the accompanying lessons or having a teacher available for guidance creates stress during what should be an enjoyable family time. Much of the work we do in school cannot be sent with students. Students return and face the stress of being behind on assignments and having missed lessons that are essential for understanding what is happening in class. Teachers work very hard to support students who have been absent, but there is limited time to catch up. There is simply no substitute for being in school.

The Mountain Views School District expects all students to be in attendance for all scheduled school days unless the child is ill or there is an unexpected emergency. If a family chooses to go on vacation during the school year, homework will not be provided ahead of time. A folder of class work will be saved for the student to complete when he/she returns to school. Extended vacations harm a child's educational program and negatively impact the environment for the other students in the class.

We request that families inform the principal two weeks in advance of the planned vacation. If your child is going to be out of school for an extended length of time (over 3 days), it is necessary for the parents to contact both the child's teacher and either the principal or administrative assistant. This pertains to vacations, special camps, illness, injuries, hospitalization, etc. Any student who is absent for vacation purposes will be marked with an unexcused absence if prior notice is not received. The student will be given a reasonable period of time after returning to complete all make-up work and tests/quizzes.

### ***Unexcused and Excessive Absences***

When a student is absent unexcused, it is considered a potential violation of the student conduct code and may result in a Truancy Notification.

[High School/Middle School Student Activities Handbook](#) page 8:

#### **ATTENDANCE**

1. For a student to be eligible to participate in an extracurricular activity on a given day, they must be in attendance for the full school day, *other than for documented reasons with prior exception and/or approval by an Administrator.*
2. Students must arrive by their First Block class in order to be eligible to participate in co-curricular events or activities. Prior approval for an absence is required or a Doctor's note excusing their tardiness. Students with Senior privileges who are not in attendance for their scheduled classes are considered absent for the day.
3. When a student anticipates an absence from school on the day of a scheduled activity, a coach should be notified by the student. The student must also seek approval to participate from the Dean of Students. Funerals and college interviews are some reasons a student may be absent.

4. It is the responsibility of the Head Coach to check the attendance list every day. No student listed with an absent or unexcused tardiness shall participate in an activity that day unless there are extenuating circumstances approved by the Athletic Director or Dean of Students.
5. Any student serving ISS (In-School Suspension) or OSS (Out-of-School Suspension) will not be allowed to participate in or attend any practices or events until the suspension is completed.
  - 5.1 A student must serve detention on the assigned day(s) whether or not it conflicts with any co-curricular practice or event.
6. Any question of eligibility to participate will be resolved by the Athletic Director.

[MVSU Elementary Family and Student Handbook](#) pages 2 - 4

#### Attendance

It is the right of every student to receive a free and appropriate public education. Regular, prompt attendance is essential for students to receive maximum benefit from the school's educational program. Important information is shared each day. Activities and/or interactions between teachers and students or students and students can never be exactly duplicated. The WCSU Board recognizes that the family and the student share the responsibility for daily, punctual attendance. Further, it is the legal responsibility of the school system to require students to be present in school each day and to monitor and report that attendance. It is the policy of Windsor Central Supervisory Union for its personnel to uphold the laws regarding attendance and truancy as outlined in Title 16 by the Vermont Agency of Education and the Department of Children and Family Services.

#### Appointments During School

##### Early Dismissal

Students must be signed out in the office when being picked up early. Similarly, if a student returns during the day after an appointment, the student must be signed back in before returning to class. No student will be placed into the charge of anyone not approved by the parent(s) and/or legal guardian. It is helpful to let both the school office and your child's teacher know that you will pick him/her up early so that homework and/or other information may be shared prior to departure. This procedure is done for the protection of the students so the school knows the whereabouts of all students during school hours.

##### Late Arrival

Students are expected to arrive by their school's start time. Attendance, notices for the day, and lunch counts are all done the first 10 minutes of the day. Arriving at school late disrupts the day for your child as well as for the class. The principal will contact you if a pattern of tardiness develops and will discuss solutions to this issue with you. All students arriving at school after our scheduled start will report to the office. A tardy slip will be written and the student will give it to the teacher in the classroom. We realize that there are legitimate reasons for being tardy, i.e. doctor and dental appointments, family emergencies, etc. Contacting the front office ahead of time regarding a legitimate reason for late arrival may result in an excused tardy

#### Extended Absence

WCSU has several scheduled school vacations throughout the year including a week off in February and April. Before you plan a trip, please consider that missing school for several days in a row can become a source of anxiety for students, creates gaps in their learning, and makes it difficult to assess their skills and assign grades. Attempting to complete work on a trip without attending the accompanying lessons or having a teacher available for guidance creates stress during what should be an enjoyable family time. Much of the work we do in school cannot be sent with students. Students return and face the stress of being behind on assignments and having missed lessons that are essential for understanding what is happening in class. Teachers work very hard to support students who have been absent, but there is limited time to catch up. There is simply no substitute for being in school.

It is the expectation of the WCSU school districts that all students will be in attendance for all scheduled school days unless the child is ill or there is an unexpected emergency. If a family chooses to go on vacation during the

school year, homework will not be provided ahead of time. A folder of class work will be saved for the student to complete when he/she returns to school. Extended vacations have a detrimental effect on a child's educational program and negatively impact the environment for the other students in the class.

We request that families inform the principal two weeks in advance of the planned vacation. If your child is going to be out of school for an extended length of time (over 3 days), it is necessary for the parents to contact both the child's teacher and either the principal or administrative assistant. This pertains to vacations, special camps, illness, injuries, hospitalization, etc. Any student who is absent for vacation purposes will be marked with an unexcused absence if prior notice is not received. The student will be given a reasonable period of time after returning to complete all make-up work and tests/quizzes.

#### Dismissal

Call or notify the school prior to noon to change dismissal plans. Please notify the school office of dismissal changes by phone, email or written note.

If your child is taking a different bus, include the name of where they are going and a full 911 address of where they are to be dropped off. Ability to switch buses is contingent upon the space available to ensure proper safety protocols.

#### Change of Dismissal Plans:

In order to promote consistency and safety for children, they should know their after-school plans when they arrive at school. On the rare occasion that a change of plans is necessary, please call or email school no later than 1:30 PM to make changes to dismissal plans. The end of the day is a particularly busy time at school, and we can more successfully and accurately communicate changes of plan to your child, the teachers, and supervising staff when given advance notice.

#### Transferring to a New School District

If a child will be moving, please notify the school as far in advance as possible. The school registrar is responsible for recording transfers of students into or out of your child's school. Permanent record files and health files will be mailed to the receiving school upon request by the new school and following the submission of a release form.

#### Truancy Guidelines

In the case of habitual truancy, a Social Services Truancy Report will be prepared. The preparer, the truant officer, the school Principal, and the district Superintendent will sign this report. Then, the report will be forwarded to the Social Services District Office and copied to the County State's Attorney. A letter indicating that the report was filed will be sent to the parent. The report is confidential and includes:

- Documentation of absences,
- Descriptions of actions taken by school personnel to effect change in the habitual pattern of truancy, and
- Descriptions of other observed student behaviors that are inappropriate to the school setting.

After the Social Services Report is filed, the caseworker may conduct an investigation that could include a parent interview, student interview, and school personnel interview. If the results of the investigation indicate that the parent is overtly and consciously interfering with the enrolled student's school attendance, Social Services and the school will be sent directly to the State's Attorney for review and possible determination of prosecution of the parents.