

## SOUTH ROYALTON SCHOOL ATTENDANCE POLICY

Students are expected to be in school all day, every day. If a student is to be absent, parents should call the school by 9:00 am. If not, a school official will attempt to contact a parent/ guardian. Students are required to bring a note to the office from a parent/guardian upon returning after an absence if communication between home/ and school has been unsuccessful. Students who are repeatedly absent without cause are considered truant. Truant students are reported, as required by Title 16 Vermont Statute Section 1127, to the Royalton Truancy Officer and the State's Attorney.

Absenteeism from any class shall not exceed ten (10) days during any one semester. A student is considered absent from a class when he or she has missed more than half of a class period.

The administration will notify parents by letter after the fifth (5th) and seventh (7th) absence from a class. The school will also request a parent/student conference to address the problem at the seventh absence.

**Note:** School related assemblies, meetings, field trips, or extracurricular activities that result in a student missing a class are not included in determining a student's minimum attendance record. Disciplinary action that causes a student to miss class (i.e. suspension, time-out, office referral) will be counted toward minimum attendance. Students who join the South Royalton community during the school year will be allowed a pro-rated number of absences. College visits are not considered a school-related activity, and will be considered an absence for attendance purposes.

On the eleventh (11th) absence from any class, a student in 9th through 12th grade may be denied credit in that course\*. At the 11<sup>th</sup> absence students in grade 7 and 8 will be referred to the Credit Review Committee and/or the educational support team.

\*Recognizing that there are legitimate circumstances when absences from class may exceed ten (10) days, before denying credit, the Committee will meet to review any documentation submitted by the student and/or parent which explains the nature of the absence. (i.e. a note from a health care provider). The Committee will then determine if credits should be denied. Denial of credit may be appealed to the Credit Review Committee.

**Credit Review Committee:** Appeals to the Attendance Committee for the loss of course credit because of excessive absence must be made within five (5) school days of notification that credit has been canceled and in writing. The review committee will be made up of at least five (5) people.

In reviewing a student's appeal, the committee may recommend the following:

1. Deny course credit and assign the student to a study hall for the remainder of the year.
2. Deny course credit but allow the student to remain in the course under an attendance contract (this option would allow students the possibility of keeping up with their class work and receiving credit for the second semester of a two-semester course).
3. Allow a student to continue to attend the class for credit under a strict attendance contract.
4. Grant the appeal.

In considering appeals to allow course credit in the case of absences that result from an extended illness or a medical condition, a note from the student's doctor must accompany the written appeal.

The committee may also consider alternative educational plans as a substitute for regular attendance. Such a plan must be with the approval of the student's classroom teacher, the principal or assistant principal, and guidance director.

Grades will be evaluated every quarter. Revocation of senior privileges for academic, attendance, and/or disciplinary reasons, may occur anytime. Seniors who are given the privilege should not loiter in the school building and are expected to conduct themselves in a respectful manner. Students must attend all school related assemblies as if they are regularly scheduled classes. Senior privileges will be based on courses enrolled in after the add/drop period concludes.