



The Pomfret School

CHALLENGING THE MIND ★ ENCOURAGING THE HEART

ATTENDANCE POLICY

CODE: F25

Policy Statement

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 benefits 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 Board recognizes that the responsibility for regular, daily, punctual attendance is shared by the community, the home, pupils and school personnel. However, it is the legal responsibility of the school system to require students to be present in school each day in order to receive the full benefit of a quality education and to monitor and report that attendance. It is the policy of The Pomfret School to follow recommended protocol for school truancy as outlined in Title 16 by Vermont Department of Education and the Department of Social and Rehabilitation Services.

PROCEDURES

Tardy to School

School hours are from 8:00 a.m. to 3:00 p.m. Students are tardy when they are not in their classroom by 8:10 a.m.

School Notification

Parents are responsible for telephoning the office on the morning their child is unable to attend school. If the school has not been notified by 8:30 a.m., school personnel will contact the parents to verify the student's whereabouts.

Excused Absences: A student not present in class for any reason is considered absent. However, a student may be excused for illness, religious holidays, court appearances and those excused absences approved by the principal.

Unexcused Absences include:

1. Any student who is absent from school without the knowledge and permission of his/her parents, guardians or school authorities is truant. Truancy may result in legal action.
2. Absences not accompanied by a note from the parent/guardian upon the student's return to school. The parent/guardian may call the school in lieu of a note.
3. All absences not covered under excused absences.
4. Student vacations without prior written notification to the principal

Student Vacation

Notification of vacation must be in writing to the principal two weeks in advance of the planned vacation. (Principals have the right to deny approval for the vacation on the basis of being injurious to the student's progress.) At the discretion of the teacher/principal, work will be assigned prior to or following the vacation. Students who are away from school for vacation will be asked to read, keep a daily journal and practice math facts. Lesson plans will not be provided. In that lessons are group oriented, context based, collaborative and interpretive, providing lesson plans to parents during extended student absences have not proven to be beneficial to the students. Therefore, the student will have not more than six days after returning to complete all makeup work and tests/quizzes. If there is no advance notification, the vacation will be considered an unexcused absence.

Leaving School During the Day

A student leaving school must have a parent notify the Office prior to the student leaving the grounds. If a child needs to leave school for a doctor's visit, he or she should be returned to school for the remainder of the school day.

Procedure for Truancy

1. The Principal will send notice to the parents/guardians of concerns regarding truancy. Notice will be in writing, list the dates the child has been absent from school and request a conference for the purpose of making a plan for regular attendance.
2. If absences continue, the local truant officer shall be sent to the student's home to reinforce to the parents/guardians the necessity of the child's daily attendance at school.
3. If the results of the investigation indicate that a parent is overtly and consciously interfering with the child's or the enrolled pupil's school attendance, Social Services and the school will go directly to the State's Attorney for review and determination of prosecution of the parents.

<u>Unit: Board of:</u>	<u>Warned</u>	<u>Adopted</u>	<u>Re-warned:</u>	<u>Re-adopted</u>
Pomfret		11/13/97		01/10/02