

Administrative Rules and Procedures

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

1. written excuses;
2. tardiness;
3. notification of parents/guardian;
4. signing out of school;
5. excessive absenteeism
6. homebound and hospitalized students;
7. early dismissals;
8. homework assignments; and
9. make up work.

The procedures may address other issues as well, including educational neglect.

Administrative Responsibilities

1. The principal is responsible for maintaining accurate and up-to-date records of student attendance.
2. The principal is responsible for assuring that the school has the appropriate family information that allows the school to contact the parent(s) or guardian(s) of all students whenever necessary.

*Legal Reference(s): 16 V.S.A. §§1121 et seq. (Attendance by Children of School Age Required)
16 V.S.A. §§1122 (Students over 16)
16 V.S.A. § 1125 (Truant officers)
16 V.S.A. § 1126 (Failure to Attend; Notice)*