

**COMMON POLICY FOR FRANKLIN CENTRAL SUPERVISORY UNION  
ST. ALBANS CITY, ST. ALBANS TOWN, FAIRFIELD,  
BELLOWS FREE ACADEMY UNION HIGH SCHOOL #48, AND  
NORTHWEST TECHNICAL CENTER**

**CODE F25  
(Mandatory)<sup>1</sup>**

**STUDENT ATTENDANCE**

**Policy**

It is the policy of the Franklin Central Supervisory Union to set high expectations for consistent student school attendance in accordance with Vermont law in order to facilitate and enhance student learning. Legal pupils between the ages of 6 and 16 and who are residents of the school district and non-resident pupils who enroll in school district schools 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.<sup>2</sup> Students who are over the age of 16 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 superintendent in writing.<sup>3</sup>

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

**Administrative Rules and Procedures**

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

- A. written excuses;
- B. tardiness;
- C. notification of parents/guardian;
- D. signing out of school;
- E. excessive absenteeism;
- F. homebound and hospitalized students;
- G. early dismissals;
- H. homework assignments;
- I. making up work

**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.

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<sup>1</sup> The State Board of Education Manual of Rules and Practices includes a school quality standard requiring that “(E)ach school...adopt policies on student decorum and classroom attendance.” SBE Rule 2120.8.3.3. This is the basis for the inclusion of this policy on the VSBA “mandatory” list. There is no statutory requirement for a policy on attendance.

<sup>2</sup> See 16 V.S.A. 1121 for legally acceptable excuses.

<sup>3</sup> See 16 V.S.A. 1122.

|                          |           |          |          |          |          |
|--------------------------|-----------|----------|----------|----------|----------|
|                          | Fairfield | Town     | City     | FCSU     | BFA      |
| 1 <sup>st</sup> Reading: | 04/13/09  | 04/08/09 | 04/09/09 | 05/20/09 | 04/07/09 |
| 2 <sup>nd</sup> Reading: |           |          |          | 08/19/09 |          |
| 3 <sup>rd</sup> Reading: |           |          |          |          |          |
| Date Warned:             | 05/29/09  | 05/01/09 | 05/04/09 | 09/04/09 | 04/24/09 |
| Date Adopted:            | 06/08/09  | 05/13/09 | 05/14/09 | 09/16/09 | 05/05/09 |

*Legal Reference(s): 16 V.S.A. §§1121 et seq. (Attendance required)*

*VT State Board of Education Manual of Rules & Practices: §2120.8.3.3*

*Cross Reference: Admission of Resident Students (F13)*

*Admission of Non-Resident Tuition Students (F14)*