

Dothan Brook School



2300 Christian Street, White River Junction, VT 05001
Tel. 802.295.8647 Fax 802.295.8649

Friday, January 23, 2015

Dear DBS Community:

The Hartford School District recently adopted a new attendance policy. I have listed some of the important aspects of this new policy below and a full copy is available at <http://www.hsdvt.com/policies>. Please review these items and feel free to contact me with any questions or comments.

The entire DBS staff is committed to supporting all of our students and families. If your family is faced with a barrier that impacts attendance, please contact us right away. The teachers, school counselors, nurse, and myself welcome the opportunity to work with you to address these challenges. Hopefully, through a collaborative effort, we can find a way to reduce absences and any potential educational impact.

Sincerely,

Rick Dustin-Eichler
Principal

HSD Attendance Policy Highlights:

- *Excused Absence:* Any absence that is due to physical or mental illness, school-sponsored activities, religious holiday, bereavement, court appearance, or other absence approved by the superintendent or a majority of the school directors. The school may, at its option, assign and grade makeup work for excused absences. But, if no provision is made for make-up work, the student will not be penalized.
- *Unexcused Absence:* Any absence that is not included in the definition of excused absences. The school assumes no responsibility for assigning and grading makeup work for unexcused absences.
- *Excessive:* Any number of tardies or absence that contributes to a regression in a pupil's academic performance and/or social and emotional well-being.
- The school will contact the parent/guardian and inform the superintendent and the truant officer when a student reaches 5 or more days of unexcused absences, has 10 or more days of unexcused tardies/early departures, and/or has an excessive number of absences within a school year.
- After 10 days of unexcused absences and/or 20 or more unexcused tardies within a semester, the school is required to arrange a Coordinated Services Plan meeting. If the Coordinated Services Plan is not successful, and more formal intervention is deemed necessary, the school will contact DCF Central Intake.
- The school is required to notify the parent/guardian when a student reaches 10 absences (excused or unexcused).
- If the student is absent (excused or unexcused) for 15 days, the school will initiate the Student Attendance Evaluation Process. The Student Attendance Evaluation Process will involve a school-based team who evaluate the impact of the absences on the child's learning. Retention may be considered through this process.