

**NEW POLICIES AND PROCEDURES REGARDING TARDINESS POLICY F 5R**  
based upon the current policies on absence and truancy

*New language in italics.*

**ATTENDANCE/TARDINESS**

School attendance is essential for children, and the City of Burlington and the State of Vermont are continuing their efforts to ensure that students attend school. Students are required by state law to attend school unless excused for illness or a family emergency. *The Burlington School District further requires that students attend school for the entire school day, unless excused because of an illness, a family emergency or for an educational activity (such as a debate competition or concert tour) that has received prior approval. If a student is going to be tardy, it is the parent/guardian's responsibility to notify the school in writing of the reason for tardiness. The tardiness is considered unexcused unless the school hears from the parent/guardian for one of the reasons listed above.*

*The policy requires:*

§ *Each school publish on its website and in its newsletter the start time of the school day. Any student will be **considered tardy if they are not at school at the stated start time.***

§ *Each school publish on its website and in its newsletter the immediate consequences for tardiness, such as going to the planning room or making up the time after school. For any school which currently does not have procedures developed that address immediate consequence for tardiness, the District directs each school to develop procedures by November 22, 2011 and provide a copy to Jeanné as well as publish those procedures on its website.*

§ *Each school publish on its website and in its newsletter the District policy on tardiness.*

§ *All instances of tardiness will be recorded, whether excused or unexcused, in the district's database (SMS).*

§ *After 5 and 10 cumulative instances of tardiness during the school year, the School District will notify the parent/guardian by using the AlertNow system with the principal's pre-recorded message, reminding the parent/guardian of the time that school starts and of the District policy on tardiness.*

§ *After 15 cumulative instances of tardiness, the School District will notify the parent/guardian of the need for a meeting with a school administrator so that they can develop a plan for addressing the chronic tardiness. Please note: the principal*

*decides whether or not such a meeting is warranted, as is the current procedure with chronic absences.*

§ *All instances of tardiness become part of the student's record. If the school files an affidavit with the Chittenden County State's Attorney's Office concerning excessive absences (20 or more), the record of tardiness will be included in the filing. The parent/guardian will be notified that the filing was made, and the possibility of criminal prosecution for truancy, or a petition to determine if the student is a child in need of care and supervision, may result. A conviction for truancy could result in a fine of \$1000 and a determination that the child is in need of care or supervision. It could also potentially result in loss of custody as the most serious consequence.*