

ELEMENTARY STUDENT ABSENCES AND EXCUSES

The following attendance policy applies to students in grades:

K to 8

RSU 40/ MSAD 40 will make every effort to promote and ensure regular student attendance. Students are required to attend school 175 days. Excused absences are allowed and work missed during excused absences may be made up without penalty. Daily attendance of all students will be closely monitored. Unless prior arrangements are made with the school principal, a student absence will require a written explanation or a phone call from the parent/guardian upon the student's return to school. In the event a student is absent from School for five or more days without sufficient reason, the principal or his/her designee will contact the parent and review school attendance requirements. Parental notification by school principal and subsequent communication with the parent will be documented and become part of the student's permanent school attendance record.

STUDENT ATTENDANCE

The faculty and administration together with the Board of Directors of RSU40/ MSAD 40, believe that regular school attendance is an essential and necessary component of a successful learning experience. We believe that, except under unusual circumstances, a student must attend the classes offered.

A. School Attendance Policy

In accordance with the philosophy stated above, students will be allowed to make up work after an **unexcused** absence.

B. Excused Absences

The administration is authorized to excuse student class absences in the following situations:

1. Extended personal illnesses that have been verified by a physician or the school nurse.
2. Appointments with health professionals for which school officials have been notified at least one day in advance; or appointments with health professionals that are verified when the student returns from such appointments.
3. Appointments for driving licenses or required court appointments provided that school officials are notified at least 1 day in advance.
4. Observance of a recognized religious holiday when the observance is required during a regular school day provided that school officials are notified at least one day in advance.
5. Suspension by school officials.
6. Visitations to other schools for the purpose of college admission and /or guidance appointments scheduled with college admissions personnel when verified at least one day in advance. A maximum of five (5) days may be excused during either the junior or the senior years for visitation.
7. Family vacations may be excused with prior administrative approval.
8. Educational enrichment experiences, with prior administrative approval.
9. Family emergencies, with administrative approval.

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Date of Adoption: July 2, 1990

Dates of Revision: December 8, 1997
June 6, 2000
November 20, 2000
April 25, 2005
January 24, 2013

C. Administrative Discretion

The administration is given the authority to interpret situations that might not allow advance notification of a student's absence.

Any student wishing to appeal the decision on an unexcused absence pursuant to this policy must indicate his/her desire to do so in writing, within 5 school days of the notification of the decision. The appeal must be made to the administration.

D. Participation in Extra-Curricular Activities

A student absent may not participate in any extra-curricular events on the day of the absence unless the absence is excused as provided above.

E. Excuses

If a student is absent from school, parents should either call the school or send a signed note in with the student upon return. If a student must leave school for a preplanned reason, parents should call or send in a note one-day in advance requesting such. If there is a family emergency, parents should call the school.

F. School Attendance

State law mandates that students from 7 to 17 years of age, inclusive, must regularly attend school. A student is truant who has accumulated the equivalent of 7 accumulative days of unexcused absences or 5 consecutive school days of unexcused absences during a year.

STUDENT TARDINESS AND DISMISSAL

All students are expected to be at school on time every day. Student presence in homeroom and in class is an integral part of education. Students are tardy to school if they arrive after 8:40 am. Continued tardiness by a student may lead to disciplinary action.

All tardiness may be excused for the same reasons as excused absences.

A. Class Tardiness

Teachers will handle tardiness to classes or study halls. Continued tardiness by a student will result in the student being referred to the administration and additional disciplinary procedures, which may include parent conferences, detention, or suspension.

B. School Dismissal

The office staff must excuse a student who wishes to leave school. Reasons for excused early dismissals are the same as for excused absences.

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B. School Dismissal (continued)

All students dismissed early must check out at the attendance office. If students return to school, they must enter through the front doors and check in at the attendance office. Students leaving the school building or grounds without permission will be subject to progressive discipline up to and including suspension and/or loss of vehicle privileges. All students must make up any assignments missed because of absence, tardiness, or dismissal.

INCENTIVES FOR ATTENDANCE

The administration and staff are encouraged to provide incentives to promote student attendance, but such incentives will not include excusal of student from demonstrating competency in each course of study.

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