

CODE: JEAA-R

STUDENT ATTENDANCE - ADMINISTRATIVE PROCEDURE

Consistent with the School Committee's beliefs that attendance and punctuality are essential to student academic success and personal responsibility, the following procedures shall apply to student absences:

- A. The Superintendent or designee shall ensure the development of appropriate procedures at each school for infractions of this policy. These procedures shall be consistent with promoting student attendance and academic success, and shall be communicated to all school employees, parents/guardians and students.
- B. According to Maine State law, absences are excusable for the following reasons:
 - 1. Personal illness;
 - 2. An appointment with a health professional that must be made during the regular school day;
 - 3. Observance of a recognized religious holiday when the observance is required during the regular day;
 - 4. A family emergency;
 - 5. A planned absence for an educational purpose which has been pre-approved by the Principal; and
 - 6. A planned absence for a personal purpose which has been pre-approved by the Principal.
- C. The parent/guardian shall provide notification to the office regarding the reason for the absence.
- D. Students who have been absent for a school day will be unable to participate in or attend after school activities for that day.
- E. Students absent with a communicable disease will be required to secure a readmission slip from a family physician or school nurse.
- F. School work missed as a result of absence must be made up for credit to be granted. It will be the responsibility of the student/parent/guardian to arrange a meeting with the teacher(s) after an absence to arrange for the makeup of any missed work.

Adopted: November 1978

Revised: 7/5/94; 7/6/99; 5/1/01; 11/6/07; 2/22/12