

**CODE: JEA**

**STUDENT ATTENDANCE/STUDENT ABSENCES AND TARDINESS**

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Regular school attendance is essential to academic success. Because the process of education depends upon exposure to subject matter, continuity of instruction and class participation, absence from class is detrimental to student learning. The interaction of students with the teacher and with other students contributes to mastery of content, critical thinking, and development of effective communication and social skills.

Responsibility for maintaining student attendance is a shared responsibility among students, parents/guardians and school staff.

- A. Except for excused absences, students are expected to attend school every day, arrive at school and to each class on time, and remain in school for the full day.
- B. Parents/guardians are expected to ensure that their children arrive at school each day on time, remain in school for the full day, and attend school consistently throughout the year.
- C. School staff will maintain a comprehensive attendance record for each student. School staff are expected to monitor attendance and communicate with parents/guardians and students regarding attendance and tardiness.

The Superintendent, in consultation with school administrators and, as appropriate, other school unit staff, shall be responsible for developing rules and procedures related to student attendance. Such rules and procedures will include provisions for:

- A. Disciplinary consequences for unexcused absences, tardiness, early departures and absences from classes;
- B. The potential academic consequences of excessive absenteeism; and
- C. The making up of tests, quizzes and other work missed during excused and unexcused absences.

The School Committee’s policy and the schools’ attendance rules and procedures will be communicated to students, parents/guardians, administrators and staff by means of student and staff handbooks, student and parent/guardian orientations and/or other means as deemed effective and appropriate.

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Cross Reference: JEA – Compulsory Attendance  
JFC – Dropout Prevention/Student Withdrawal from School  
JHB - Truancy

Adopted (new) February 22, 2012