

### School Attendance

Attendance has a huge impact on a student's academic success starting in preschool and continuing through high school. Even as children grow older and more independent, families play a key role in making sure students get to school safely every day. It is important that the schools work together with students and parents/guardians to make student attendance a priority in our school district.

### Attendance Notification

It is the responsibility of the parent/guardian to notify the school if a student is to be absent and the reason for the absence. By 9am if no parent phone call has been received by the school, the automated system will begin to call and notify the parent/guardian that their child is not in attendance at school.

### Excused Absences

Student absences approved by the principal are excused absences. These absences include, but are not limited to, illness, family emergencies, recognized religious observances, appointments that cannot be scheduled outside the school day, school-sponsored or approved activities. It is the responsibility of the parent/guardian to notify the school if a student is to be absent and the reason for the absence.

### Unexcused Absences

Students who are absent without a reasonable excuse, as determined by the principal, will receive an unexcused absence. Without notification within 48 hours the student's absence may be considered unexcused. Leaving the building during the day without prior parental permission and authorization from the principal is considered an unexcused absence. Missing a class while being elsewhere in the building without the authorization of a teacher, may be considered an unexcused absence. Students with an unexcused absence may be required to complete work as part of the course requirements. The student may be assigned a detention, suspension, Saturday School, or other consequences for an unexcused absence.

### Tardiness

A tardy is defined as arrival to class after the scheduled start time. Arrival more than 15 minutes after the period begins will be considered an absence. Any student arriving at school after the school day has started should report to the office immediately upon his/her arrival at school to record the time of arrival and the reason for being late. The student may be assigned a detention, suspension, Saturday School, or other consequences for tardiness.

### Truancy

Truancy is missing 20% of the school days or hours in a grading period (semester). Truancy is filed with the county attorney when a parent does not attend the School Engagement Meeting, do not enter into an Absenteeism Prevention Plan, or violate the terms of the Absenteeism Prevention Plan.

### Activities Eligibility and Attendance

All students that participate in extracurricular activities should be in attendance during the school day. A student with an unexcused absence during any part of the school day or who was not present the last half of the school day will not be eligible for activity participation on the day of the absence, unless approved by the principal or activities director. Medical appointments, dental appointments, illness, and other unforeseen circumstances are excusable if approved by the principal or activities director. Students may be asked to provide documentation of their appointment. In addition, Junior and Senior students visiting colleges and vocational schools shall be deemed excusable if approved by the principal or activities director.

### HS Credit Academic Probation

If a student accumulates a total of ten (10) absences (excused or unexcused) per semester in any course, the student will be placed on “Academic Probation” for that course. A meeting will be scheduled with the parents/guardians, student, and principal (or designee) to create a Success Plan to improve attendance and academic performance for the remainder of the semester. Students will continue to attend the course and submit all coursework. At the end of the semester, any course completed by a student on Academic Probation will be reviewed by a school committee. The school committee will make the final determination if course credit will be awarded to the student.

Adopted: 12/18/13

Revised: 6/8/16; 8/10/22; 8/26/24