

**STUDENT ATTENDANCE**

For a student to most effectively gain maximum educational benefit from school, regular classroom participation, continuity of instruction, in-school learning experiences and disciplined study are necessary. The Board recognizes the close relationship between quality education and regular school attendance. To fulfill curriculum requirements, such attendance is the responsibility of the parents.

For the purposes of this policy, “parent” means parent(s), regardless of divorce or separation; a legal guardian; or individual acting as a parent or guardian, unless there is evidence of a state law or court order governing such matters as divorce, separation or custody or a legally binding instrument that specifically revokes such rights.

A. Teachers will report all absences.

B. Excuses will be required for all excused absences. These may be:

1. A note from the parents brought in before the absence.
2. A parental phone call to the school office (497-2830).
3. A note or appointment card from a physician.
4. A parent’s appearance with the student when he/she returns following the absence and an explanation of the absence to the appropriate staff member.
5. A note from the parent on the morning the student returns following the absence.

C. Unexcused absences:

Any student absent without excuse is truant. Students absent without excuse for seven (7) days or ten (10) half days in a six month period, will be considered habitual truants. Letters will be sent to parents, and students’ names will be brought to the attention of the Superintendent of schools, for possible violation of Maine School Law. Loss of grade work may also result.

D. Excusable absences:

Excusable absences are personal illness, an appointment with a health professional that must be made during the regular school day, observance of a recognized religious holiday when the observance is required during the regular school day, a family emergency, or a planned absence for a personal or educational purpose, which has been approved in advance by the Principal.

E. Non-excusable absences:

Some examples of unexcused absences are: shopping trips, hair appointments, missing the bus, working, babysitting, automobile breakdown, and just felt like staying out of school.

**JONESPORT SCHOOL DEPARTMENT**

**NEPN/NSBA FILE: JE**

Make-up and grading of work or tests missed by unexcused absences, fewer than seven (7) days per six month period, will be at the discretion of the Principal.

- F. The Jonesport School Department administration reserves the right to deny credit for courses taken, if the number of absences during a school year is deemed excessive. A conference with the parent will be held if it appears a student is in danger of having an excessive number of absences.
  
- G. Information to be maintained on truant students:
  - 1. Dates of truancy
  - 2. Contacts with parent
  - 3. Conferences/excuses by truant/parent
  - 4. Information from teachers or school personnel, as appropriate
  
- H. The Principal is to exercise alertness to potential truants and to immediately establish contact with the home and superintendent for ways to re-establish regular attendance at school for the student.

DATE ADOPTED: July 1, 2003