

CODE: JH

STUDENT ABSENCES AND EXCUSES

The School Committee believes that attendance and punctuality are important in order to attain values set forth in the Kittery Shared Vision Statement for Education. These values include a strong academic foundation, a sense of personal health and well-being, and personal responsibility and productivity. Excessive absences may jeopardize a student's performance.

- A. The Superintendent shall ensure the development of appropriate written procedures at each school for infractions of this policy. These procedures shall be consistent with promoting student attendance and academic success, and shall be distributed to all school employees, parents and students.
- B. Absences are, in general, 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 approved by the Principal; and
 - 6. A planned absence for a personal purpose which has been approved, as evidenced by a written note from the parent/or guardian.
- C. The student must bring a written explanation of the absence to the office from his/her parent/guardian.
- D. Beyond these situations, the principal may exercise his/her judgment on excusable or non-excusable absences.
- E. Students who have had an unexcused absence for a particular day will be unable to participate in after school activities for that day.
- F. Students absent with a communicable disease will be required to secure a readmission slip from a family physician or school nurse.

KITTERY SCHOOL DEPARTMENT

Page 2

JH - Student Absences and Excuses

- G. School work missed as a result of absence may be made up for credit if the absence or dismissal is excusable. It will be the responsibility of the student/parent to arrange a meeting with the teacher(s) after an excused

absence to schedule the make up of any missed work. It is expected that this meeting will take place within a week of the student's return to school. Students must complete the work within the time period set by each teacher. The time allowed will vary with the length of the absence and the amount of work to be made up.

H. Students on in-house suspension are considered present in school for the purpose of this policy.

References: JEA - Compulsory Attendance Ages
JEC - Student Attendance Accounting
JLCC - Communicable/Infectious Diseases

Adopted: November 1978

Revised: July 5, 1994

Revised: July 6, 1999

Revised: May 1, 2001

KITTERY SCHOOL DEPARTMENT