



STUDENT ATTENDANCE AND ABSENCE/TARDINESS

It is the intent of the Regional School Unit-24 (RSU) Board (RSUB) that this Policy adhere strictly to State law as it pertains to student attendance in all RSU schools.

There are two (2) basic types of absences, “Excused” and “Un-excused”.

Building Administrators (BA)’s are expected to work with parents on the goal of all students attending school as much as possible, while realizing that circumstances might at times interfere with this goal.

I. All Grades K-12:

A. Excusable absence.

1. A student's absence is excused when the absence is for any of the following reasons.
 - a. Personal illness;
 - b. An appointment with a health professional that must be made during the regular school day;
 - c. Observance of a recognized religious holiday when the observance is required during the regular school day;
 - d. A family emergency;
 - e. A planned absence for a personal or educational purpose that has been approved; or;
 - f. Education disruption resulting from homelessness, unplanned psychiatric hospitalization, unplanned hospitalization for a medical emergency, foster care placement, youth development center placement or some other out-of-district placement that is not otherwise authorized by either an individualized education plan or other education plan or a superintendent's agreement. This paragraph does not apply to a student who is out of school for 10 or more consecutive school days as a result of a planned absence for a reason such as a family event or a medical absence for planned hospitalization or recovery.
2. Other absences that are considered as excused by the RSUB:
 - a. Any reason determined by a student’s Pupil Evaluation Team (PET) to be disability-related;
 - b. Participation in an RSU sponsored and RSUB approved trip or event;
 - c. RSU unable to transport bus student to school on time (transportations problem) .

All other absences are considered unexcused.

B. Absence Reporting;

1. Parents are to advise the BA's office in advance of any absence;
2. Parents must notify the BA's office within three school days after any absence, or that absence will be recorded as unexcused.
3. Illness: In cases of an illness lasting three or more days, or chronic irregular absences reportedly due to illness, the BA may request a physician's statement certifying such absences to be medically justifiable.
4. Suspensions: Students who are suspended from RSU schools are expected to turn in make-up work in accordance with the following timeframe, or no credit will be given.

C. Make-Up Work for Excused Absences/Suspensions

Students are responsible for completing all missed assignments. The make up time period allowed will not exceed the number of days absent/suspended.

Work that cannot be completed during suspension (tests, oral reports, etc.) will be scheduled for make-up by teachers.

D. Unexcused Absences

Any/all assignments missed during unexcused absences will be graded as zero.

II. High School (9-12)

A. Loss of Credit for Excessive Absences

After six (6) unexcused absences per trimester, or twelve (12) for a year-long course, or eight (8) unexcused absences per semester, the student will be denied credit in the course. Loss of credit may be waived only in accordance with Section II.C

B. Parent Notification

When a student reaches three (3) and five (5) unexcused absences per trimester, or five (5) and eight (8) unexcused absences per semester, the parent will be notified in writing of the risk of loss of credit if absences continue. Parents may be asked to attend a conference that includes the student, a school administrator, the guidance counselor and at least one of the student's teachers to discuss the correlation between learning and school attendance, and to develop an attendance contract for the student tailored to his/her specific circumstances. The contract will specify the consequences for non-compliance.

C. Waiver of Loss of Credit

Loss of credit will be waived only if a student can demonstrate that, notwithstanding his/her absences from class, he/she has adequately mastered the program standards by obtaining a passing grade in the course and a minimum of a C+ (84) on the final exam.

III. Middle School (6-8)

A. Incomplete for Excessive Absences

More than five (5) unexcused absences in a five-period-per-week course will cause the student to receive an incomplete for the course for that trimester. An incomplete may be waived in accordance with Section III.C.

B. Parent Notification

When a student reaches three (3) unexcused absences in one trimester, the parent will be notified in writing of the risk of receiving an incomplete if absences continue. Parents may be asked to attend a conference that includes the student, a school administrator, the guidance counselor and at least one of the student's teachers to discuss the correlation between learning and school attendance and to develop an attendance contract for the student tailored to his/her specific circumstances. The contract will specify the consequences for non-compliance.

C. Waiver of Incomplete

An incomplete for the trimester will be waived if the student can demonstrate that, notwithstanding his/her absences from school, he/she has met program standards by obtaining a passing grade in each class for the trimester.

Those students with more than five (5) absences, who have failed one or more classes for the trimester, will be required to make up missing or failed work for those classes during the following trimester and complete it with a passing grade of 70% or better. Students with excessive absences in the third trimester will be required to make up the missing and failed work during the summer. Make up work for content covered in that trimester may take place during study periods, after school, or through a tutor hired by the parent. Students may not be promoted to the next grade until the missing and failed work is made up with a passing grade. Promotion decisions will be made by the BA.

IV. Elementary (K-5)

A. Unexcused Absences

Parents will be notified whenever their child has an unexcused absence from school.

B. Parent Notification

After five (5) unexcused absences in a school year, parents will be asked to attend a conference to discuss the correlation between learning and school attendance and to develop an attendance contract for the student tailored to his/her specific circumstances. The contract will specify the consequences for non-compliance.

V. Dismissals

A. Student dismissals will be the responsibility of the BA on a case by case basis. Their familiarity with/of the student will be their guide as to the requirements they feel necessary.

Ref; Title 20-A, Sec 5001-A
DOE Rules Chap 071-128

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