



# ATTENDANCE POLICY

## EXCUSING AN ABSENCE

- A PARENT/GUARDIAN MUST NOTIFY THE SCHOOL IN WRITING AND JUSTIFY THE ABSENCE WITHIN 3 DAYS OF YOUR RETURN TO SCHOOL. THIS CAN BE SUBMITTED ELECTRONICALLY OR ON PAPER.
- UPON REVIEW OF YOUR NOTE, STUDENT SERVICES WILL MAKE THE CHANGE FROM UNEXCUSED TO EXCUSED IN YOUR ATTENDANCE RECORDS.
- FAILURE TO SUBMIT PROPER DOCUMENTATION WITHIN 3 DAYS WILL CAUSE THE ABSENCE TO BE RECORDED AS "UNEXCUSED"



## ACCEPTABLE REASONS FOR ABSENCES

1. ILLNESS OF STUDENT
2. MAJOR ILLNESS IN THE IMMEDIATE FAMILY OF THE STUDENT (IMMEDIATE FAMILY IS DEFINED AS PARENTS, BROTHERS, SISTERS, GRANDPARENTS, AUNTS, UNCLES, LEGAL GUARDIANS, OR PERSONS IN LOCO PARENTIS, OR A MEMBER OF ONE'S OWN HOUSEHOLD)
3. DEATH IN THE IMMEDIATE FAMILY OF THE STUDENT
4. RELIGIOUS HOLIDAY OF THE STUDENT'S FAITH
5. RELIGIOUS INSTRUCTION (BAR/BAT MITZVAH, CONFIRMATION, ETC...)
6. RELIGIOUS INSTITUTES, CONFERENCES, OR WORKSHOPS (WITH PRIOR ADMINISTRATIVE APPROVAL)
7. ABSENCES FOR TRIPS OR OTHER PARENTAL REQUESTS THAT ARE DETERMINED TO BE EDUCATIONALLY RELEVANT FOR THE STUDENT BY THE PRINCIPAL (WITH PRIOR ADMINISTRATIVE APPROVAL)
8. OUT OF SCHOOL SUSPENSION
9. SUBPOENA OR FORCED ABSENCE BY ANY LAW ENFORCEMENT AGENCY. A COPY MUST BE SUBMITTED TO THE SCHOOL
10. SCHOOL RELATED ABSENCES ARE NOT COUNTED AS ABSENCES FROM SCHOOL
11. ATTENDANCE WILL BE COUNTED PERIOD BY PERIOD AT THE SECONDARY LEVEL
12. IF STUDENT'S PARENT/GUARDIAN IS ACTIVE MILITARY THEY WILL BE GRANTED ADDITIONAL ABSENCES IF PARENT/GUARDIAN IS CALLED TO DUTY, IS ON LEAVE FROM, OR HAS IMMEDIATELY RETURNED FROM DEPLOYMENT AT THE DISCRETION OF THE SUPERINTENDENT OR DESIGNEE.
13. AFTER 3 UNEXCUSED ABSENCES, PARENTS/GUARDIANS WILL BE CONTACTED TO DETERMINE REASONS FOR ABSENCE.