

STUDENT ABSENCES

All parties involved in the educational process will work cooperatively to keep student absences to a minimum. Students are expected to be in school every day. Parental responsibility is to allow students to be absent from school only for legitimate reasons. In order for parents to fulfill their responsibility, the school will keep parents informed of student absences. Whenever a student is absent a reasonable effort will be made to contact a parent/guardian.

Absences will be deemed “excused” for the following reasons:

1. Student Illness—Absences due to illness must be verified by physician’s note after the 10th consecutive absence due to illness.
2. Pre-arranged Appointments—Appointments must be documented with written notification from the agency. The documentation must state the date, time, location and estimated length of the appointment. Absences for the entire day will not be allowed for short-term appointments.
3. Family Death or Emergency—Absences due to a death in the family or an emergency beyond the family’s control must be documented by parents notifying the school of the emergency.
4. Religious Observances—Absences that result because of religious observances should be pre-arranged by the parents or guardians.
5. Exceptional Circumstances—Absences due to exceptional circumstances will be reviewed by the principal or attendance officer. The absences may be pre-arranged or may be approved after the fact.

Sanctions

1. When five (5) absences are accrued that are not “excused” the principal shall make direct contact with the parent/guardian, either in person or by telephone, and will explain the consequences of continued non-attendance, and develop a plan to resolve the student’s non-attendance. This contact will be documented with a follow-up letter to parents with a copy sent to the attendance officer.
2. Upon the sixth (6th) non-excused absence, the principal will contact the attendance officer, who will schedule a conference within ten (10) school days with the student, parents, and other school personnel to resolve issues related to student’s non-attendance.
3. Upon the next non-excused absence, the principal will contact the attendance officer who shall enforce compulsory attendance rules by either or both of the following: filing a complaint with the School Resource Officer (SRO) or parents (voluntarily) utilize the Mathews County Social Services KidsHelp Program.

Adopted: 11-21-06

Amended: 7-15-08