

**MEDWAY SCHOOL BOARD POLICY
STUDENT ATTENDANCE AND ABSENCE REPORTING PROCEDURE**

I. Rationale

The School Board, school administration and staff recognize our duty to provide a proper education for the children of the community. The term "education" encompasses more than performance on examinations and other written work. A proper education includes consistent attendance and participation in classes. Learning experiences which take place in the classroom are essential components of the educational process. Only by being present in the classroom can students take advantage of the intangible benefits of a public school education, such as group interaction with teachers and fellow students, participation in class discussion, instruction, and other related learning experiences. As class attendance is one of the important factors contributing to academic achievement, teachers take this into account when determining students' grades.

II. Attendance Rules and Procedures

A. Excused Absences and Tardies (K-12)

Student absence from school or tardiness to school and/or class will be excused for the following reasons allowed by state Law:

1. Personal illness.
2. An appointment with a health professional that must be made during the regular school day. We ask that, whenever possible, health appointments be scheduled during non-school hours.
3. Observance of a recognized religious holiday when the observance is required during the regular school day.
4. A family emergency (such as bereavement, medical, etc.).
5. A planned absence for a personal or educational purpose which has been approved in advance by a school administrator. Parents and students are encouraged to schedule vacations during periods when school is not in session whenever possible to avoid disruption of the student's education. In addition to the educational loss to students, extended student absence from class places a significant burden on classroom teachers.

In addition, classes missed for the following reasons will be treated as excused absences:

6. In the case of a disabled student, a reason which the student's PET determines is disability related.
7. Absence from class due to participation in a school-sponsored or approved trip or event.
8. Serving a school-imposed disciplinary suspension.
9. Absence due to a problem with school district transportation.

See Section III for rules concerning absence reporting and make-up work.

B. Excessive Absences/Tardies (K -12)

After seven absences/tardies in one school year, whether excused or unexcused, parents will be notified and asked to attend a conference that includes the student, a school administrator, teacher, and the guidance counselor to develop an attendance contract for the student tailored to his/her specific circumstances. The contract will specify the consequences for non-compliance.

C. Unexcused Absences/Tardies and Parent Notification (K-8)

1. All absences not listed in Section II.A are considered unexcused.
2. Parents will be called anytime a student is absent. Additionally, parents will be notified in writing whenever the student has three (3) unexcused absences. After every three (3) unexcused absences in one school year, parents will 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.
3. After three (3) unexcused tardies, students will stay for a detention and parents will be notified. A conference may be requested if the number of tardies goes over six (6) in one school year.

III. Absence Reporting and Make-Up Work for Excused Absences/Tardies (K-12)

- A. Parents are required to notify the school in writing in advance of planned absences from school. Students are responsible for obtaining assignments from their teachers for planned absences and completing assignments as required.
- B. The student's parent is expected to call the school office on the morning of an unplanned absence (i.e. illness, emergencies, etc.). Students may be asked to bring in a note from their parent after an absence. If an acceptable note is not received in that time, an unexcused absence will be recorded.
- C. A note/appointment card from the student's health care provider verifying the appointment should be provided for any medical/dental appointment scheduled

during the school day. Depending on the situation, a note may be required by the administration.

- D. In cases of an illness lasting five or more days, or chronic irregular absences reportedly due to illness, a school administrator may request a physician's statement certifying such absences to be justifiable.
- E. If a student misses more than one day of school, he or she is expected to make up any missed assignments in accordance with their teachers' instructions.

Revised: March 27, 2012

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