

**ADOPTED: March 1, 1990**  
**REVIEWED: June 17, 1993**  
**REVISED: October 16, 1997**  
**REVISED: March 13, 2003**

**File: JE**

## **Skowhegan Area High School Classroom Attendance Policy**

### **Philosophy**

We, the faculty, parents and students of the SAHS community, believe that attendance in the classroom is important and essential to the education of our students. In addition to the obvious benefits from the continuity of classroom instruction, regular attendance helps the student learn self-discipline and responsibility for life. Therefore, we have developed the following policy in an effort to encourage class attendance and improve our students' learning.

### **Basic policy**

When a student has accumulated more than:

- 6 absences per 1/2 credit course per semester;
- 12 absences per 1 credit course per year;
- 18 absences per 1.5 credit course per year;

the student may not receive credit for the course. When a student has accumulated more than 50% of absences per course or courses, a letter will be sent home regarding each course. Students will be notified when they exceed the above totals.

A student who misses more than twenty minutes of a class will be marked absent.

### **Excused Absences**

The following absences are excused, thus make-up work will be permitted. The absences count toward the number of absences per course:

- A. personal illness;
- B. appointments with health professionals 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. family emergencies;
- E. planned absence for personal or educational purposes which has been approved in advance by the building principal, assistant principal or dean of students;
- F. absences not noted above will be reviewed by the administration.

Days missed due to suspension do not count towards total absences. Make-up work is allowed for suspension time.

## **Appeals**

Students have a right to appeal action taken as a result of this policy. Students requesting an appeal will be allowed to meet with the Appeals Committee to present reason(s) why s/he should be considered an exception to the attendance policy. The Appeals Committee will consist of three teachers. One teacher will be selected by the student council, one will be selected by the faculty and one will be selected by the administration. The student will be accompanied by his/her guidance counselor and may also be accompanied by a person(s) of his/her choice. Further appeals will be decided by the principal.