

The principal is responsible for overseeing attendance procedures and ensuring that:

1. Established attendance procedures are followed,
2. All student absences are followed up, and
3. Parental notification is submitted for all absences.

Conditions as noted below apply to various types of excused absences:

1. Personal illness: The principal may require the certificate of a physician if deemed appropriate
2. Quarantine of the home: The absence of a child under this condition is limited to the length of quarantine as determined by the proper health officials.
3. Death of a relative: The absence arising from this condition is limited to a period of three days unless a reasonable cause may be shown for a longer absence.
4. Observance of religious holidays: Any child of any religious faith will be excused if his/her absence is for the purpose of observing a religious holiday consistent with his creed or belief, upon written notification from the parent or guardian. The principal may require a written statement from church authorities substantiating any required religious observances.
5. Emergency or circumstances which in the judgment of the principal constitutes a good and sufficient cause of absence from school: Any request from a parent that a child be excused will be considered by the principal, but need not be granted if the principal believes that such approval would be educationally harmful to the student or set a poor example in matters of school attendance for the student or any other student. Regulations published by the principal for students and parents will emphasize the scheduling of family vacations during school vacations and recess periods.
6. Truancy: Absent students not having parent(s) or guardian(s) permission are considered by the school as being truant. Students so identified will be notified in writing whenever a student accumulates a total of five absences (or ten half-day absences—excused or truant). The administration may request a meeting to discuss the student's attendance situation and a course of action to correct the situation. Upon the accumulation of ten absences (or twenty half days), the parent(s)/guardian(s) will be notified in writing and a meeting scheduled to discuss the reasons for the absences, any consequences, and the role that GBeCS may play in the student's future. Further failure to resolve attendance issues as outlined may result in the student being required to withdraw. The school may also seek action under the law to involve legal agencies in resolving attendance issues when appropriate.

Students are expected and required to make up all school work regardless of their attendance status. Students who do not attend school for the full day for any unexcused absence/tardy will not be allowed to participate in or attend any school-sponsored activities beyond their classes on that day. It is the responsibility of the school administration to counsel students and parents in order to seek improvements on poor attendance. The principal will document any action taken.

Great Bay e-Learning Charter School Student Attendance—refer to most updated GBeCS Student Handbook.

Law Reference:

Appendix Reference: See: Policy JH Student Absences and Excuses

Date Adopted: *Adopted as part of Policy JH on 4-15-09*

Revision Dates:

Last Review Date: