

**M.S.A.D. #12 PROCEDURE
FOREST HILLS SCHOOL
ATTENDANCE PROCEDURE**

For a student to most effectively gain maximum educational benefits, regular classroom participation, continuity of instruction, in-school learning experiences, and disciplined study are necessary.

Forest Hills School recognizes the close relationship between quality education and regular school attendance. It is the responsibility of the parent(s) to ensure that their student(s) attend school on a regular basis.

- A. Teachers will report all absences.
- B. Excuses will be required for all excusable absences. These may be:
 - A note from the parents brought in before or after the absence.
 - A parental phone call to the school office (668-5291).
 - A note or appointment card from a physician. (If the student has an appointment, a note or card from the doctor or dentist is required for an excuse.)
 - A parent's appearance with the student when he/she returns following the absence.
- C. Excusable Absences
 - Personal illness, medical/dental appointments, family emergencies, and educational undertakings that are approved in advance by the principal or his/her designee are considered excusable absences.
- D. Unexcused Absences
 - Unexcused absences may include such things as shopping trips, missing the bus, babysitting, automobile breakdowns, etc. Make up and grading of school work or tests missed by unexcused absences will be at the discretion of the principal. Any student absent without excuse is truant. Students absent without an excuse for seven (7) days or ten (10) half days in a six month period will be considered habitual truants. Letters will be sent to parents, and students names will be brought to the attention of the Superintendent of Schools for possible violation of Maine School Law. Work may be made up only by permission of the principal.
- E. Denied Credit
 - The M.S.A.D. #12 administration reserves the right to deny credit for courses taken, if the number of absences during a school year is deemed excessive. A conference with the parents/guardians will be held if it appears that the student is in danger of having an excessive number of absences.

Adopted: August 13, 2002