

**WINSLOW PUBLIC SCHOOLS
25 MESSALONSKEE AVENUE
WATERVILLE, ME 04901**

HIGH SCHOOL ATTENDANCE

It is the joint responsibility of the school, the student, and the student's family to assist students in the development of responsible habits of punctuality and attendance. A student's participation in classroom activities is a vital part of his/her education and contributes in a positive way which cannot be adequately replicated outside the classroom.

Every student has a limited number of allowable absences. The figures below represent total absences (the total of both excused and unexcused absences):

- Semester course meeting every other day = Five (5) absences
- Semester course meeting every day = Ten (10) absences
- Full-year course meeting every other day = Ten (10) absences
- Full-year course meeting every day = Twenty (20) absences

Students will receive an extended day detention (EDD) for every absence (excused or unexcused) that exceeds the limits set out above.

Absences accompanied by a doctor's note, as well as absences due to school sponsored activities; (athletic contests, drama productions, field trips, etc.) will not be counted toward total absences.

Work missed due to an unexcused absence can be made up; however, the best grade a student can receive on such an assignment is 65%.

Under exceptional circumstances, the At Risk/Attendance Committee may recommend to the administration that certain absences be waived. To initiate this process, the student must submit an Absence Waiver Form to the appropriated At-Risk/Attendance Committee explaining why the absence(s) should be waived.

If a student misses more than 30 minutes of an 80 minute class due to either being tardy or being dismissed, the student is considered absent. If a student misses more than 15 minutes of a 40 minute class due to either being tardy or being dismissed, the student is considered absent. NOTE: A student is considered absent unless they make arrangements to make up the time missed with the instructor.

ADOPTED: May 19, 2014

SOURCE: Board Policy