

# REGION TWO SCHOOL OF APPLIED TECHNOLOGY

File: JE

## ATTENDANCE POLICY

Region Two School of Applied Technology believes that one of the most important factors relating to success is attendance. The following policy was developed to help ensure that students realize the importance of their presence in program on a daily basis. The "hands on" learning experiences that are such an essential part of every program are not replaceable. Therefore, it is of utmost importance that students have good attendance. In addition, learning to make good decisions and setting priorities are skills which will lead to successful experiences not only in school, but in future endeavors.

Students will be allowed two (2) excused absences per marking period. If a student is in attendance at a school function, this is considered excused (attendance will be checked with their sending school). If the sending school is closed and Region Two is open, students are encouraged to attend, but are not required (based on need, transportation will be provided from school to school).

## Documented Absences

The only legitimate documented absences are:

- A. Appointments with health professionals that are out of town.
- B. Bereavement
- C. Emergency family situations, at the discretion of the Director
- D. Planned personal or educational activities, which must be approved in advance by Region Two.
- E. Observances of recognized religious holidays - when the observance is required during a regular school day.

If a student is absent more than two (2) days during a marking trimester, the Director will contact a parent or guardian at the request of the instructor. If the student missed school for an excusable absence, they will be allowed to make up the day at the discretion of the instructor. Students who are absent more than two (2) days during a marking trimester, will be required to make arrangements with the instructor to make up work within seven (7) days of returning to school. Student will receive a failing grade if arrangements have not been made. Attendance will be taken at each session and reported to the sending school by the Region Two office.

### Tardies

1. Tardy students must report to the office before going to class.
2. Instructors must verify that tardy students reported to the office.
3. Students needing dismissal must have a parent or guardian call the office to excuse them. Notes will not be accepted.
4. Every third (3<sup>rd</sup>) tardy or dismissal in a trimester will result in an absence.

Legal Reference: Title 20A MRSA SEC.5001-A

First Reading: September 20, 2016

Second Reading and Adoption: November 15, 2016