

| NEPN/NSBA Code: JEA-R |

| 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 |