

## ATTENDANCE REQUIREMENTS & DEFINITIONS

**Requirements** - Hadley Public Schools students are expected to maintain good attendance - 90% or higher for the school year. **Students must not exceed 18 (90%) excused and unexcused absences for school year.** For students with more than 10% absences or tardies, parents/guardians will receive a quarterly attendance letter notifying them of their child's attendance to date. Retention may be a consideration for students with more than 18 non-exempted or unexcused absences in a school year in grades K-8. In grades 9-12, students must meet this attendance requirement for year-long and semester courses in order to be awarded credit toward graduation for high school courses.

**Definitions** - Exempted, excused, unexcused absences and truancy are defined as follows:

1. **Exempted Absences** - Students may be exempted from school attendance for the following reasons(The exempted absences are not counted toward the 18 absences for the school year):
  - \* Illness as documented by a physician's note.
  - \* Bereavement or serious family illness.
  - \* Observance of religious holidays.
  - \* Field trips or school-sponsored activities that require students to miss school.
  - \* A student may also be exempted from school for other exceptional or extenuating circumstances with prior approval of the school administration.
  - \* College visit approved by the Principal
2. **Excused Absences** - Students may be excused from school with documentation from parents/guardians. Family vacations taken on school days with prior written notification may be considered excused absences, but are not considered exempted absences. If the students are needed to remain home from illness without documentation from a physician, parents/guardians should contact the school by phone the day a student will be out. Families may send a note on the student's return to school. Although these absences are excused, they are not exempted absences.
3. **Unexcused Absences** - Students who fail to attend school without parental communication will have their absence considered unexcused. Such absences may be considered truancy.

Adopted By The  
Hadley School Committee: September 22, 2014