

All elementary, middle and high school students who are absent will be marked “unexcused” (U) until the parent/guardian notifies the school in writing and justifies the absence with one of the acceptable reasons as defined below.

- Failure to do so within three (3) school days will cause the absence to be recorded as “unexcused”.
- In the case of excessive or extended absences, which are claimed to be due to illness, upon request of the principal or designee, a parent must provide documentation (doctor’s statement) of a student’s illness.
- Excessive or extended absences are considered five (5) in one calendar month or ten (10) in one semester, or a history of excessive absences per period as defined below under Student Consequences for Unexcused Absences. Absences that meet this threshold as defined above will require a doctor’s note. If doctor’s notes are not provided, absences will be marked as unexcused.

The following are acceptable reasons for a student’s absences from class:

- Illness of student.
- Major illness in the immediate family of the student (immediate family is determined as parents, brothers, sisters, grandparents, aunts, uncles, legal guardians or persons “in loco parentis,” or a member of one’s own household).
- Death in the immediate family of the student.
- Religious holiday of the student’s faith (including Yom Kippur, Rosh Hashanah, Epiphany, etc.)
- Religious instruction (including Bar/Bat Mitzvah, Confirmation, etc.)
- Religious institutes, conferences, or workshops, provided that the principal or designee approves the absence in advance.
- Absences for trips or other parental requests that are determined to be educationally relevant for the student as determined by the principal or designee. Requests must be approved at least one (1) week in advance. The principal or designee’s decision in this matter is final.
- In-school or out-of-school suspension.
- Subpoena or forced absence by any law enforcement agency. A copy of the subpoena or court summons must be submitted to the school.
- For purposes of attendance, school related activities would not be counted as absences from school.
- Issues and occasions specific to military families.