

Attendance Policy

Maine Central Institute expects every student enrolled to attend all classes every day while school is in session. We understand that there are occasions that a student will need to miss school.

Absences fall into one of two categories:

1. Sickness / Unexpected Absence
2. Planned Absence

In either case it is crucial that parents/guardians **CALL** the Student Life Office **PRIOR** to the absence. Any absence not cleared through the Student Life Office **PRIOR** to the absence will be considered unexcused. In order for an absence to be changed from unexcused to excused, the parent/guardian must call, or come into, the Student Life Office within 24 hours of the student's return to school and explain the nature of the absence. Failure to do so will result in the absence remaining unexcused. **Only verbal correspondence will be accepted.** Notes, emails, text messages, or other written correspondence will **NOT** be accepted as excuses for absences. The administration is always the final decision maker in regard to excused and unexcused absences.

A student who fails to come to school and is unexcused or leaves school without first notifying the Student Life Office to receive a dismissal slip, will be issued an unexcused absence for each class missed. The Student Life Office must be notified prior to the end of that school day if a student can not return after lunch.

For each unexcused absence a student may be assigned up to three administrative detentions for each class missed, and **will not be permitted to make up the work missed.** Repeated offenses will increase the consequences.

A student has violated the attendance policy when they have:

1. More than **two unexcused absences** in a subject per semester. The Director of Student Affairs will meet with the student after each unexcused absence and notify the parent/guardian by phone. After the second unexcused absence the parent/guardian will be invited to a parent/guardian-student-administrator conference to discuss the student's potential consequence and/or plan of action.
2. A total of **seven absences in a subject** or **seven full day absences**, excused or unexcused, per semester that are not medically related. Parents/guardians will be notified verbally prior to the 5th absence either through the pre-approval process or as soon as possible after the absences occur. Parents/guardians will be notified on the 5th absence from a course and will be invited to a parent/guardian-student-administrator conference to discuss the student's potential consequence and/or plan of action.

Students in violation of the attendance policy are subject to a hearing which may result in disciplinary action