WASHINGTON ACADEMY
Since 1792

ATTENDANCE POLICY

An absence of more than 10 days may make it impossible for a student to gain credit in any semester. Attendance will be checked through teacher records and computer print outs. To help students and parents keep track of attendance, an email will be sent each day a student is absent, in addition notices will be sent home according to the following schedule:

Notice Schedule:
Daily: Email sent home to family
First Notice: 8th absence
Second Notice: 10th absence - This may mean that not enough days remain to gain credit in the semester.
***Attendance Meeting - after 10 absences, the student and family will meet with the attendance committee.**

1. In totaling ten absences in a semester, all non-school related activities will be counted. These include vacations during school time, **suspensions, truancies, early dismissals, and college visits longer than 2 days**.

2. Non-illness absences, such as vacations and college visits that do not receive prior approval will result in a counted absence. If there is a question of professional appointments, a card or note from a professional's office should be brought to the office to verify the cause of the absence.

Parents are encouraged not to plan vacations during school time.

3. Skipping school is an unexcused absence and may result in a Saturday detention.

4. For a medical notes, please state specific dates.

5. A note written by a parent or guardian must be brought to the office, entered on parent portals, or emailed to t.ramsdell@raider4life.org, stating the specific reason for the absence. Notes should be turned in to the office as soon as possible after a student returns to school.

6. Reasonable modifications in the application of this policy will be considered when it is necessary for the student to benefit from their educational programs.