

**WINDHAM HIGH SCHOOL  
ATTENDANCE REGULATION**

Windham High School believes that it is the joint responsibility of the school and the home to assist students in the development of responsible habits of punctuality and attendance. A student's participation in classroom activities is a vital part of his/her general education and contributes in a positive way to the learning of others. Therefore, in accordance with Maine law, the following procedures regarding attendance will be adhered to:

**I. EXCUSED ABSENCES**

- A. Excusable absences include the following:
  - 1. Personal illness
  - 2. Family Emergencies
  - 3. Professional health appointments which cannot be scheduled outside of the regular school day.
  - 4. Observance of recognized religious holidays; and
  - 5. Planned absences for personal or educational purposes which have been approved in advance by the principal.
- B. Students who are absent from school without an excusable reason will be considered truant.

**II. MAKE UP OF WORK**

- A. It is the responsibility of the student who has been absent (excused) to arrange with teachers a time to complete the make up of work. Each teacher sets make up nights at the beginning of the school year.
- B. All work must be completed within two weeks of the date of return from the absence.
- C. Students with an unexcused absence will receive a zero for the work missed on the date of the absence.

**III. ATTENDANCE LIMITS**

- A. If a student is absent for any 5 days in a class, a letter of concern will be sent home to the parent informing them of the absences.

- B. If a student is absent for any 10 days in a class, a required parent meeting will be held with the teacher(s), the guidance counselor and an administrator.
- C. Students who reach 8 days of absence (for any reason) in a semester class or 15 days of absence in a year class, will receive no credit.

**IV. EXCEPTIONS**

In case of extended serious illness and/or injuries, etc., excluding family vacations, the principal may grant exceptions for the no credit rule, or extend the length of make up work time.

**V. PERFECT ATTENDANCE**

Students receiving perfect attendance will receive an Eagle Pride card which entitles them to various privileges and free admittance to student events during the quarter they receive the card.

**V. COMMENDABLE ATTENDANCE**

- (a) Students who have 4 or fewer days of absences during the school year, and who have an 85 average in a class, are exempt from taking final exam in that class. A student may choose to better their grade and take the exam but it will be at their choice. None of the absences may be unexcused.
- (b) Any Senior who has 7 or fewer days of absences in a semester class, or 14 or fewer in a year class during the school year, and who has a 93 average in a class, is exempt from taking the final exam in that class. A Senior may choose to better their grade and take the exam, but it will be at their choice. None of the absences may be unexcused.

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