

Seacoast School of Technology

Attendance Policy

The intent of the Attendance Policy is to promote a positive attitude toward attendance, to prepare students for all aspects of careers in industry, to fulfill Career and Technical Education (CTE) course expectations leading to successful program completion, and to provide a valid learning experience. Frequent absences disrupt the continuity of learning, and there is no substitute for classroom instruction/discussion and hands-on/lab experience. **Consistent attendance is expected.**

School attendance is essential to success at SST. SST will closely monitor the amount of school time missed by students. When absences are excessive, the likelihood of satisfactory completion of academic requirements is in question.

SST will recognize two types of absences:

Excused absence – an absence that has a specific purpose for a specific time. Please see list below. **All documentation for the following absences must be presented within two (2) days of returning to school after the absence.**

- College visits (3 days per year) – dated and signed verification from admissions office
- Religious holidays – parent/guardian note
- Medical/dental appointments – doctor’s note
- Long term/chronic illnesses (more than 3 days) – doctor’s note
- Hospitalization – doctor’s note
- Bereavement – parent/guardian note
- Court appearances – court documentation
- Required military training – military verification/note
- Scheduled Driving Test at DMV – parent/guardian note
- Your school will provide documentation for the following excused absences:
 - All school-sponsored activities – roster from school, teacher or coach
 - School/State testing – official/school verification

Unexcused absence – an absence that occurs for any reason other than an excused absence.

1. An Administrative Failure (AF) and a numerical grade of 55 or a student’s academic average earned in class, whichever is lower, will be assigned to students who exceed five (5) unexcused absences per quarter.
2. Being more than 30 minutes late to class will count as an unexcused absence.
3. Please note that family vacations outside of school vacation time are unexcused and will count towards the 5-day limit per quarter.

4. After three (3) unexcused absences, the following may occur:
 - a. A letter of concern will be sent home.
 - b. A letter of concern will be sent to the student's sending school.
 - c. A meeting with the student, parent/guardian and a representative from the sending school.
5. A letter notifying attendance failure will be sent home and to student's sending school on the 6th unexcused absence.
6. Students applying for membership to the National Technical Honor Society should pay special attention to the attendance policy, which is more stringent. Please look under National Technical Honor Society in this handbook.
7. It is the student's responsibility to notify his or her SST teacher about a planned absence at least two (2) days prior to the absence.
8. Students are responsible for all material missed during ANY and all absences. Students will have the same number of days to make up work as they were absent. For instance, a student who was absent two days will have two days to complete the make-up work. HOWEVER, given the nature of CTE classes, students may miss an authentic, hands-on lab experience that cannot be replicated. In that instance, an alternative assignment will be the replacement for the hands-on lab experience.
9. Students enrolled in Dual Enrollment college courses need to verify the attendance policy with the college offering the credit (it may be more stringent than SST's policy).
10. Attendance may impact the student's eligibility for Year II of an SST program.
11. Attendance may be monitored by parents and students through the PowerSchool website, which is available 24 hours, 7 days a week. Contact the main office at 775-8461 if you are having difficulties logging into PowerSchool.

Administrative Failure Appeals Procedure

A student who has received an Administrative Failure will have the right to appeal to administration.

1. The student will complete the necessary paperwork for the class for which he or she is appealing his or her absences.
2. The student will submit the completed paperwork to the main office no later than 5 school days after the end of the quarter.
3. A student must have all documentation and records pertaining to absences complete before appealing to administration.
4. A student can only file an appeal for a class in which he or she is currently earning a passing grade.
5. **Any student who cuts a class or is truant will lose his or her right to appeal the Administrative Failure.**
6. A decision will be given no later than 10 school days after the appeal has been filed.

SEACOAST SCHOOL OF TECHNOLOGY

ABSENCE APPEAL FORM

Name of student _____ Date _____

Class appealing _____

Current grade in class _____

SST Main Office verification of absences (initials) _____

Date(s) of absence	Reason (attach documentation to this form)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

NOTE: Submission of this form does not guarantee that the Administrative Failure will be overturned.

Administrative Decision:

Date _____ Approved/Denied