

POLICY MANUAL	Ipswich Public Schools FILE CODE: JED-R
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STUDENT ABSENCES (VOLUNTARY) RULES AND REGULATIONS

1. Parents are to submit to the building administrator a signed Voluntary Absence Form at least one week prior to the absence. The form should state the reason for the absence and the number of days the student will be absent from school. It must indicate that the parent has read the policy and rules and regulations concerning student absences and accepts the responsibility of any education lost by the student.
2. In the case of “exceptional voluntary student absences,” an explanation to the principal must be submitted as soon as possible or upon the student’s return.
3. Assignments will be provided, where feasible, for up to one week of work. Assignments for more than one week will be provided but may be general in nature. Any assignment(s) provided beforehand must be turned in completed to the teacher(s) on the day the student returns to school.
4. If notice of an anticipated absence is provided less than one week in advance, the school cannot guarantee that assignments will be provided.
5. The Assignment Form will be signed by the building principal and a copy will be kept on file in the school office.
6. Tests must be made up within five school days of the student’s return.
7. The school system recognizes the value of formal college visitations and such visitations with or without a parent or guardian will be approved when submitted in accordance with the aforementioned policy.
8. Voluntary absences will be counted as unapproved absences in accordance with state statutes.
9. In the event of circumstances not adequately covered by these provisions, the building administrator may make adjustments.
10. Students are allowed one more school day than the number of school days missed, not to exceed six school days to make up work.

Adopted: November 17, 1983
Adopted Revision: March 16, 1989
Adopted Revision: April 12, 1990
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Adopted Revision: December 18, 2008