**Shrewsbury Public Schools**

**Extended Absence Policy**

Below is the policy regarding extended absences during the school year for students Preschool through grade 8.

* The **Principal & Homeroom Teacher** MUST receive a letter or email stating:

1. Child’s name
2. Homeroom teacher name
3. Session assignment for Preschool and Half Day Kindergarten students
4. Departure date from school
5. Expected return date to school
6. Destination

* If leaving the country, you must supply the school nurse in writing with the following information upon your return

1. What countries were visited
2. Any sicknesses incurred while traveling
3. Any sicknesses incurred to family member that student was traveling with or visiting
4. Depending on the country visited, a Tuberculosis test may be required by the school nurse upon student’s return to the US.

* Student will be marked Unexcused Absence during for the days absent unless due to illness, which would be determined by the school nurse.
* Teachers will NOT supply families with work for children to do while on an extended absence. (See student handbook for details on making up work)

1. If a child is absent more than 15 school days, the parent must bring updated proof of residency to the Registrar at Town Hall before the student can return to school. Accepted proof of residency is on of the following: SELCO bill (dated within last 30 days)
2. Nstar bill (dated within last 30 days)
3. Newly signed Lease (dated within last 30 days)

* Whenever possible, when a student returns to school, we will try to place the child into the same classes (same teacher) as before the student left.
* Once a student returns, if they are unable to complete their grade level work by the end of the school year, they may be retained. Please check our student handbook policy which states, “Promotion from grade to grade is based primarily upon a student’s satisfactory academic achievement and **good attendance report.** Students considered for retention are those who have not achieved the minimum standards expected for the respective grade level and/or **those who have not fulfilled attendance requirements**.”

Please see reverse side

Students in the Preschool Program must also pay the full tuition for the time away before leaving in order to hold child’s place in the program. If not paid, the spot will be filled with someone from the wait list and when the student returns, if no spots are available, we will be pleased to place your child on the wait list. If the student is re-admitted to the program, tuition for the time absent may be charged.

If you are withdrawing your child from the Preschool Program, tuition for the current month must be paid as per the terms and conditions of the Preschool Tuition Agreement you signed.

Students attending Full Day Kindergarten, tuition must be paid in full for the time away before leaving in order to hold the full day spot. If payment is not received, the child will be placed in a half day program upon return unless a spot is available in the full day program. If the student is re-admitted to the full day program, tuition for the time absent may be charged.