

## **CLASS/PROGRAM ATTENDANCE-EXEMPTIONS POLICY**

It is the policy of the Gilford School District that students shall attend all of their classes and participate in all of the activities scheduled in order to support their successful completion of course requirements as established by the district/teacher. In the event that parents/guardians wish to seek to have their son/daughter excused from participation in specific course work or a class activity, a written request for such a waiver is to be completed within ten days of the start of the school year. (Requests submitted during the school year shall be reviewed on a case-by-case basis.)

The request for a waiver should include:

- An outline of the rationale/basis for the request;
- A copy of a physician's note or other documentation as applicable;
- Plans for alternative activities that will meet course/curriculum requirements.

The Director of Guidance will review this request and submit a recommendation to the Building Principal. The principal will provide written approval/denial, and communicate this decision to the student's parents in a timely manner. A copy of the request and decision will be placed in the student's file. In the event that the student's parents/guardians wish to appeal the principal's decision, they may do so, in writing, to the superintendent of schools. The superintendent will review the materials submitted, meet with those involved, and act upon the recommendation within thirty days.

**(Adopted: 2/15/99)**

**(Reaffirmed: 5/7/2012)**