

## SBRHS Attendance and Extracurricular Policy

### I. Philosophy

In accordance with Massachusetts General Laws, Chapter 76, students are required to be present in school in order to ensure continuity and consistency in the educational process and to prepare them for college and/or career.

### II. School District Responsibility

Official school attendance records including absences, tardies and dismissals will be kept by the Main Office. Homeroom and class attendance will be recorded daily. Students with chronic school attendance problems will be identified as early in the quarter as possible. In accordance with Massachusetts General Law, Chapter 76, the school shall, notify parents/guardians, or students, 18 years of age or older, in writing. School officials will utilize resources and supports to help students improve their attendance by discussing and implementing an action plan. Students with chronic absences, excessive tardiness and dismissals will be subject to a parental conference.

### III. Parent/Student Responsibility

Research shows a direct correlation between a high level of attendance and academic success. Regular and consistent school attendance is the responsibility of students and parents/guardians. Failure to comply with this responsibility violates the legal requirement and may be subject to consequences through the court system.

Parents/guardians are expected to use the Aspen Portal to view student's attendance records, and engage in frequent discussions regarding class and daily attendance. All students, including those 18 years of age and older, will be bound by school attendance and extracurricular policies and procedures. Students are required to enter the school building upon exiting the bus and/or a private vehicle.

### IV. Absences

#### A. All absences must be verified in one of the following ways:

- Parents/guardians must call the attendance secretary in the Main Office by 8:30 a.m. on the day of the absence – (508) 324-3124. If no call is made, the school will notify the parents/guardians within 3 days of the absence. (In accordance with MGL Chapter 76, Section 1A and 1B, Pupil Absence Notification Program.)
- Parents/guardians phone calls or notes do not excuse absences unless stated below.

#### B. Excused Absences

- In order for an absence to be excused, the following documentation must be provided, in writing, within two school days, unless the absence is due to school discipline:
  - Illness (with a doctor's note)
  - Driver's License Test (with RMV documentation)
  - Court appearances (with court documentation)
  - Bereavement of family members (with parent/guardian note)
  - School sponsored field trips/events
  - College visits...limit of two visits per term; three per year (with official letter from institution)
  - Religious Observances (with parent/guardian note)
  - Absences, dismissals and tardies by School Nurse, Administration or School Designee
  - Absences due to suspension or school exclusion

#### C. Unexcused Absences and Vacations

- Any absence from school not listed in the aforementioned section will be counted towards students unexcused absence limit
- Two or more unexcused periods in a school day will be considered an unexcused absence

- The school will notify parents/guardians of students who have 2 or more unexcused periods within 5 days or have 5 or more unexcused absences in a school year. (Pupil Absence Notification Program in accordance with MGL Chapter 76, Section 1B)
- A meeting may be scheduled with the building Principal (or their designee) with the parents/guardians and the students to develop an action plan to improve the student's attendance. (Pupil Absence Notification Program in accordance with MGL Chapter 76, Section 1B)
- Vacations: Students' absences resulting from vacations taken at times other than the days/weeks identified in the school calendar are highly discouraged and unexcused due to their impact on time on learning. Upon request, work will be provided in advance to students. No credit will be given for assignments not completed by the day of the return

#### D. Absence Limit Per Year

- Aforementioned excused absences are not counted toward the absence limit
- Students who exceed 12 unexcused absences from a full time course receiving 6 or more credits will receive no credit for the course, regardless of grade
- Students who exceed 6 unexcused absences from a part time course receiving 5 or less credits will receive no credit for the course, regardless of grade
- Absences accumulated will be carried over to the new class for students who transfer from another class
- Underclassmen (grades 9-11) are given the opportunity to recover lost credit, due solely to absenteeism, by adhering to the above policy, in its entirety, the following school year
- It is understood that Seniors, who do not adhere to the policy as stated, will be required to make up lost credit (up to two full time classes) during an evening school program, provided it is equal to the same subject material and rigor
- If students feel that their unexcused absences beyond the 12<sup>th</sup> day for a school year were of an exceptional nature, they may appeal their case to the Principal. The appeal for the students must be in writing within ten (10) business days from the mailing of the final report card of the school year.

#### E. Tardiness

- School Tardiness:
  - Students entering homeroom after the 7:25 a.m. bell will be considered tardy
  - Students who do not report to homeroom by the 7:29 a.m. bell must sign/scan in and obtain a tardy admission slip from the attendance office before going to class
  - Anything other than the aforementioned excused school absences is considered an unexcused tardy
  - Three unexcused tardies is equivalent to one unexcused school absence which will be counted toward students' unexcused absence limit and will be considered toward course credit reduction
  - Tardies are tallied ongoing throughout the school year
- Class Tardiness:
  - Students entering the classroom without a pass, will be issued one detention by the teacher which must be served within two school days. Students who are repeatedly tardy to class will be subject to additional discipline
  - Three unexcused class tardies is equivalent to one unexcused school absence which will be counted toward the students' unexcused absence limit and will be considered toward course credit reduction
  - Classroom tardies are tallied ongoing throughout the school year

#### F. Dismissals

- Anything other than the aforementioned excused school absences is considered an unexcused dismissal
- Medical dismissals will be excused by the school nurse or Administrator. Students who are ill will be dismissed by the nurse to the custody of parents/guardians or emergency contact.

- For the safety and security of our students, a copy of the appointment card must be submitted in the case of medical appointments. Dismissal notes should include parents'/guardians' home phone, work number, and if necessary, the cell number. Efforts will be made to contact the parents/guardians to verify notes
- Students are not permitted to use cell phones to contact parents related to illness. Students are to go to the health office with a pass from their classroom teacher to be evaluated by the school nurse. The school nurse will then contact the parents/guardians when deemed appropriate. This procedure prevents confusion regarding students whereabouts and expedites appropriate medical intervention
- Verification of students who need to be routinely dismissed for medical/psychological services will remain confidential and processed by the school adjustment counselor or school nurse, and communicated to the high school administration
- Three unexcused dismissals is equivalent to one unexcused school absence which will be counted toward students' unexcused absence limit and will be considered toward course credit reduction
- Dismissals are tallied ongoing throughout the school year

V. Make-up Work Policy

- One school day will be allowed for each absence, excused or unexcused. Additional time may be provided only at the teacher discretion
- Students who have been absent from school have the responsibility, upon the day of their return, to submit work assigned prior to the absence
- On the day of return from an absence, students have the obligation to secure the missing work and must communicate with the teacher to arrange the time frame in which work missed during the absence must be made up
- Students who skip school or a class, will receive a zero for any assignment or assessment missed
- Students must submit school work (homework, papers, projects) that is due on the day of a field trip before leaving for both in-house and out-of-school field trips
- Students have the obligation to secure work they will miss during the trip, for both in-house and out-of-school field trips

VI. Extracurricular Eligibility

- Any Extracurricular is defined as but not limited to Athletics, Academic Clubs and Teams, Intramurals, Music Groups and Performances, Plays and all other Events
- Unless there is a verified excused school absence or tardy, students must attend a full school day to be eligible to participate in practices, games or events that day

VII. Students who violate the attendance policy may be subject to disciplinary action and/or loss of academic credit