The top portion is the Original Policy that is found in the policy manual with highlighted portions in both to identify changes.

File: JE - ATTENDANCE POLICY

It is the intent of the Berlin-Boylston Regional School District Attendance Policy to support the school's performance objectives in the areas of academics and personal responsibility. In supporting student achievement, punctuality and attendance at school are recognized as the primary responsibility of the student and the parent/guardian. However, the school, through its attendance policy, intends to monitor and ensure regular attendance. The Education Reform Act of 1993 develops the relationship between student performance and attendance; and it also reiterates the inherent responsibility for school attendance by all three parties: the student, the parent/guardian and the school. The Reform Act describes the student as a productive contributor and an active participant in order to fulfill the purpose of the school in providing for student achievement. In the end, if students are present and on time, they will be prepared to enter into a future workforce as both competent and effective contributors to society.

Therefore, the purpose of the guidelines provided in this attendance policy is to support the view of the responsibility of the student, the parent/guardian, and the school.

I. Class Attendance

A. A student who is enrolled in school/course is expected to be present each time school/course is in session. The maximum absence limit in each elementary school is (3) three days per trimester. The absence limit in the middle/high school is (5) five per class/per semester. Absences will be treated as follows:

1. In the elementary schools, after three absences in the trimester, a form letter will be sent to the parent/guardian as a warning. After five absences in the trimester, the parent will be required to meet with the principal.

2. In the middle/high school, after four and eight absences from class, a form letter will be sent to the parent/guardian. After the ninth absence, there will be a loss of 2 credits and a letter will be sent home. (this will be deleted, and the letters will be attached, a note pertaining to loss of credit will be added)

B. Although all absences will be kept on file, tabulation of absences will begin each trimester/semester.

C. Vacations taken during school time will be counted as absences and are strongly discouraged.

D. All notes will be given to the Main Office on the day the pupil returns to school following an absence. Notes from parents do not excuse absences, tardiness or dismissals, they just verify them. The only exception: two parent excuses for illness as described in II E. The notes are important documentation should the request for a waiver be necessary.

E. Any student who is not in attendance for more than one-half of the school day in the elementary school or one-half of the class period at the middle/high level will be considered absent.

II. Exceptions - Absences Not Counted Toward Maximum Absence Limit

A. Death in the family (parent, sister, brother, grandparent, aunt, uncle, niece, nephew, cousin).

B. Doctor/dentist appointment - card/letter/note from physician /dentist. (deleted)

C. School sponsored activities such as field trips, or, at the high school level, post-secondary interviews or post-secondary visitations (maximum of three approved by the Guidance Department in advance of the interview.

D. The observance of religious holidays.

E. Parent excusal (two per trimester/semester for illness.)

III. Tardiness

A. Four tardies to school/class will be considered an absence. After four tardies at the elementary level, a parent will be required to meet with the principal.

B. At the middle/high school level, tardiness that results in tardiness to class will count as both as tardy to school and a tardy to class.

IV. Dismissals

A. All dismissal notes must be handed in before the start of the school day. Each note must contain the parent's signature, reason for dismissal and phone number where a parent may be called. Notes must be approved by the Administration by 8:00 a.m. (middle/high school) or 9:30 a.m. (elementary school). Students being dismissed MUST CHECK OUT WITH THE OFFICE WHEN LEAVING AND CHECK IN UPON RETURN.

B. Students who become ill after arriving at school may be dismissed by the school nurse without penalty.

V. Faculty Responsibility

A. Elementary Schools: Teachers will record all absences at the beginning of the day. The building secretaries will record all tardies. After the third and fifth absences from school in one trimester the secretary will notify the principal who will in turn notify the parents.

B. Middle/High School: Faculty members will record all absences from or tardiness to class. After the fourth and eighth absences from class in one semester the teacher will notify the office who will in turn notify the parents. On the ninth absence the teacher will notify the Administration.

VI. Request for Waiver

A. Waiver of the policy will be heard by the Principal and/or Assistant Principal. The principal will be permitted to waive or modify the attendance policy where, in his/her judgment, reasonable grounds for the absence exists.

B. All requests for waivers must be made in person to the Principal and/or Assistant Principal by the parent or guardian within 10 school days of notification.

C. Decisions made by the Principal and/or Assistant Principal may be appealed to the Superintendent of Schools and ultimately to the School Committee if not resolved at the Superintendent's level.

VII. Other

A. For students who transfer to BBRSD after the start of a trimester, the maximum absence limit will be equal to 10% of the remaining days of the trimester/semester.

B. Excusal notes from doctor/dentist MUST be given to the Main Office within fourteen (14) calendar days of the absence. Failure to do so will constitute the absence as unexcused.

C. Students will be given two days for each one that they are absent from school in order to complete all make-up work.

D. For middle/high school students, days absent due to out-of-school suspension do count toward the maximum absence limit.

E. For middle/high school students, if students change classes during a semester, the total accumulation of absences will be carried over into the new class.

F. For middle/high school students, Loss of credit due to excessive absences may be made up by attendance and successful completion of a Summer School Course. Prior approval from the student's guidance counselor and the Principal/Assistant Principal is needed.

VIII. When a student is absent, parents are to call the school between the hours of 8:00 a.m. and 8:30 a.m. to advise the school of the student(s) absence.

If the parent has not contacted the school by 8:30 a.m., we will then call the home or parent's place of business.

If the parent cannot be reached, we will then notify the Chief of Police of the town of residence to investigate further.

This policy is employed in the interest of student safety.

Revised and Approved
Berlin-Boylston Regional Transition School Committee October 13, 2020

JE REVISED POLICY WITH EDITS FOR APPROVAL

It is the intent of the Berlin-Boylston Regional School District Attendance Policy to support the school's performance objectives in the areas of academics and personal responsibility. To support student achievement, punctuality and regular attendance are considered the primary responsibilities of both the student and their parent or guardian. However, the school, through its attendance policy, intends to monitor and ensure regular attendance. The Education Reform Act of 1993 establishes the relationship between student performance and attendance; and it also reiterates the inherent responsibility for school attendance by all three parties: the student, the parent/guardian and the school. The Reform Act describes the student as a productive contributor and an active participant in order to fulfill the purpose of the school in providing for student achievement. In the end, if students are present and on time, they will be prepared to enter into a future workforce as both competent and effective contributors to society.

Therefore, the purpose of the standards provided in this attendance policy is to support the view of the responsibility of the student, the parent/guardian, and the school.

I. Attendance

A. A student who is enrolled in school/course is expected to be present each time school/course is in session. The maximum absence limit in each elementary school is (3) three days per trimester. The absence limit in the middle/high school is (5) five per class/per semester. Absences will be treated as follows:

1. In the elementary schools, after three absences in the trimester, a form letter will be sent to the parent/guardian as a warning. After five absences in the trimester, the parent will need to meet with the principal.

2. In the middle/high school, after four and eight absences from class, a form letter will be sent to the parent/guardian. Excessive absences at the high school level may impact a students ability to obtain full credit for their courses. (Tahanto Letter, Berlin Memorial, Boylston Elementary)

B. Although all absences will be kept on file, tabulation of absences will begin each trimester/semester.

C. Vacations taken during school time will be counted as absences and are strongly discouraged.

D. All notes will be given to the Main Office on the day the pupil returns to school following an absence. Notes from parents do not excuse absences, tardiness or dismissals, they just verify them. The only exception: two parent excuses for illness as described in II D. The notes are important documentation should the request for a waiver be necessary.

E. Any student who is not in attendance for more than one-half of the school day in the elementary school or one-half of the class period at the middle/high level will be considered absent.

II. Exceptions - Absences Not Counted Toward Maximum Absence Limit

A. Death in the family (parent, sister, brother, grandparent, aunt, uncle, niece, nephew, cousin).

B. School sponsored activities such as field trips, or, at the high school level, post-secondary interviews or post-secondary visitations (maximum of three approved by the Guidance Department in advance of the interview.

C. The observance of religious holidays.

D. Parent excusal for illness, (two per trimester/three per semester)

III. Tardiness

A. At the middle/high school level, tardiness that results in tardiness to class will count as both a tardy to school and a tardy to class.

IV. Dismissals

A. All dismissal notes must be emailed or handed in before the start of the school day whenever possible. Each note must contain the parent's signature, reason for dismissal and phone number where a parent may be called. Notes must be approved by the Administration by 8:00 a.m. (middle/high school) or 9:30 a.m. (elementary school). Students being dismissed **MUST CHECK OUT WITH THE OFFICE WHEN LEAVING AND CHECK IN UPON RETURN.**

B. Students who become ill after arriving at school may be dismissed by the school nurse without penalty.

V. Faculty Responsibility

A. Elementary Schools: Teachers will record all absences at the beginning of the day. The building secretaries will record all tardies. After the third and fifth absences from school in one trimester the secretary will notify the principal who will in turn notify the parents.

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B. All requests for waivers must be made in person to the Principal and/or Assistant Principal by the parent or guardian within 10 school days of notification.

C. Decisions made by the Principal and/or Assistant Principal may be appealed to the Superintendent of Schools and ultimately to the School Committee if not resolved at the Superintendent's level.

VII. Other

A. For students who transfer to BBRSD after the start of a trimester/semester, the maximum absence limit will be equal to 10% of the remaining days of the trimester/semester.

B. Students will be given two days for each one that they are absent from school in order to complete all make-up work.

C. For middle/high school students, days absent due to out-of-school suspension do count toward the maximum absence limit.

E. For middle/high school students, if students change classes during a semester, the total accumulation of absences will be carried over into the new class.

F. For middle/high school students, Loss of Credit due to excessive absences may be made up by attendance and successful completion of a Summer School Course. Prior

approval from the student's guidance counselor and the Principal/Assistant Principal is needed.

VIII. When a student is absent, parents are to call school or use the dismissal management system at the elementary level between the hours of 8:00 a.m. and 9 a.m. to advise the school of the student(s) absence.

If the parent has not contacted the school by 9:00 a.m., we will then call the home or parent's place of business.

This policy is employed in the interest of student safety.