

Attendance Requirements (SUGGESTED EDITS, 7/26/21)

9-12th grade

According to state law, high schools are required to hold school for a minimum of 990 hours and 180 days a 62 year. Regular attendance for the entire school day by a student is a primary requisite for learning. We strongly discourage vacations or trips abroad when school is in session. These absences will not be considered ~~excused~~ documented absences.

~~If a student has more than four unexcused absences in a quarter then the student will be considered an attendance failure and will receive an F* for that term unless extenuating circumstances exist.~~

Students may be absent up to four times per quarter term without documentation. After four absences, documentation is required to prevent an attendance failure (F*) for the term unless extenuating circumstances exist.

Absences with documentation include:

- Absence validated by a doctor's note provided documentation is submitted within one week of the absence ~~to the student's dean~~ nurse.
- A post-secondary (military visit, union interviews, etc.) interview or visitation pre-approved by the student's dean.
- Legal obligations with documentation provided **to the student's dean.**
- Religious holidays with a parent/guardian note provided **to the student's dean.**
- Bereavement with a parent/guardian note provided **to the student's dean.**

Additional considerations for an **absence with documentation** will require prior approval of the principal.

Students who have been diagnosed with a chronic illness ~~should~~ must provide a doctor's note ~~to the student's dean~~ nurses office every year. Any absence related to the **chronic** illness will be ~~excused~~ **considered an absence with documentation**, provided an updated doctor's note is on file. The ~~appropriate dean~~ Nurses office should be contacted by the parent/guardian **to report absences related to a chronic illness.**

For classes that meet every other day (Capstone, PE, Health, etc.) the third ~~unexcused~~ absence **without documentation** in a term will result in an F* for that term.

~~Due to a shortened fourth term graduating seniors with three unexcused absences will receive an attendance failure (F*).~~

Due to a shortened fourth term, the third ~~unexcused~~ absence **without documentation for graduating seniors** will result in an F* for that term.

Outside/non-school sponsored events, competitions, and extracurricular events are not considered ~~an excused absence~~ **documented absences.**

If a student receives an F*, it represents a 59% or the grade they actually earned in the class if it is lower than 59%. Please contact your child's dean if you have further questions.

8th Grade

Massachusetts law requires compulsory attendance for all students. Chapter 76, section 1 of the Massachusetts General Laws requires all children between the ages of six and sixteen to attend school. The school must uphold state laws relative to student attendance.

We strongly discourage vacations or trips abroad when school is in session. In addition to violating the attendance law, family vacations or trips abroad interrupt the educational process of each course in ways that make-up work cannot reverse. Please note that teachers are not required to provide work in advance; teachers are not required to make up credit for missed/late work; and it is the students' responsibility to ask each teacher for any make-up work assignments upon return.

One the fourth day of ~~unexcused absences~~ **absence without documentation** in a marking period, parents/guardians of students will be notified by letter of the expectations for students to come to school.

On the sixth ~~unexcused absences~~ **absence without documentation**, a pre-CRA meeting may take place with school administration and necessary staff members.

On the tenth day of ~~unexcused absences~~ **absence without documentation**, a CRA petition may be filed on behavior of the student and violation of Chapter 76, Section 2 - Duties of Parents will be filed against parent/guardians.

Parents or guardians of school age children are required to have them attend school. Failure to do so can result in court fines and actions. Students who fail to attend school in accordance with the above descriptions will be referred for possible court involvement. Additionally, school-based consequences may be assigned.

~~Unexcused Absences from Class (Class Cut)~~ **Absence from Class without Documentation (Class Cut)**

Grades 8-12

- First offense: Teacher will assign consequences and will communicate home.
- Second offense: Referral to the dean and an office detention will be assigned.
- Third offense: Referral to the dean as well as a parent/guardian conference and office detention assigned
- Fourth or more offense: Assigned ISS

For all class cuts there will be no opportunity to make up work and the student will receive a 0 for any work missed. **Additionally, the student will be marked absent for the class period.**

Late for Class

Ample time is allowed for passing from one class to the next. Students not seated in their classroom after the passing bell has rung will be assigned makeup time by the teacher for each offense. Failure to meet teacher obligations may result in an office detention. Students who miss one half of a class period due to unexcused tardiness will be marked absent ~~unexcused~~ for the class period.

Calling in an Absence

Parents/Guardians must call or email the school **attendance secretary** in the morning to alert the attendance officer of the child's absence.

Concerns About Attendance Records

Concerns about a student's attendance records (including possible errors) should first be brought to the attention of the student's dean. ~~If a resolution is not reached, (WHS administration should note next steps here).~~