

## Attendance Policies and Procedures

### School Hours

- Before School
  - Students are not permitted in the school before 8:00 a.m.
  - Students participating in morning programs must enter through the main doors between 8:00 a.m. and 8:30 a.m.
  - Breakfast begins promptly at 8:45 a.m. for all students. Students should enter through the auditorium doors between 8:45 a.m. and 9:00 a.m.
    - *Note: students have to enter the building before 9:00 a.m. for breakfast unless they arrive on a school bus.*
- Academic School Day 9:15 a.m. – 3:40 p.m.
  - Students must report to their hallways when the first bell rings at 9:15.
  - All students must be seated in homeroom no later than 9:30 a.m. If students are not in homeroom by 9:30 a.m. they will be marked tardy.
- After School
  - Students must be supervised by an adult at all times.
  - Students are not permitted to re-enter the building once they leave unless escorted by a staff member.
  - Students must be in their afterschool programs no later than 3:50 p.m. After this time, they will need a pass.
  - Students must remain with their teacher or coach while waiting to be picked up.
  - Students are not permitted to wait inside the building for other students who are in a supervised activity. They either need permission from that teacher to join that activity or they need to leave at dismissal.

### Attendance

The expectation is that students are at school, on time, every day prepared and ready to learn. Students must present a note to the main office immediately upon return to school. Examples of excused absences are medical appointments, illness, death in the immediate family, and approved religious holidays. The note must include:

- student's name
- date absent
- reason for the absence
- phone number where a parent or guardian can be reached
- parent or guardian's signature.

All notes must be received within 7 school days of the absence. Note: The submission of a note does not guarantee that the absence will be excused. Only approved absences are marked as excused. If you have any questions, contact the grade-level social worker before taking your child out of school to get clarification regarding whether the absence will be recorded as excused or unexcused.

<b>If a student has:</b>	<b>The student is in danger of receiving:</b>
4 unexcused absences in a quarter	No credit for the term, even if the student was receiving a passing grade
5 unexcused absences in a quarter	A report will be filed with the Attendance Supervisor
8 unexcused absences in a quarter	A referral to the community based juvenile justice system
12 or more unexcused absences during the school year	No credit for any courses

**Tardiness:**

Students arriving after 9:30 am will be marked tardy. Disciplinary action may be taken with students who are repeatedly tardy. Students are not marked tardy if their school bus arrives at school late. A student must attend school for at least half the school day (3 hours and 5 minutes) to be marked “present”.

**Arrival**

Students must arrive to school at 9:15am.

- Students will not be allowed in the building before 8:00 am.
- Students must arrive between 8:00 and 8:30 in order to participate in morning program.
- Breakfast is served from 8:45 am to 9:00 am in the cafeteria.
- Students may ONLY be permitted to enter the building beginning at 8:45 am for breakfast.
- Any student who enters the school between 8:45 am and 9:00 am for breakfast must enter through the Library doors.
- The main school doors will open at 9:15 am.
- Students will be permitted to go upstairs to their homerooms at 9:15 am.
- Once a student enters the building in the morning, they will not be permitted to leave.

**Dismissal**

Students will be dismissed from their last period class at 3:40 pm.

- School bus students will be dismissed onto the front plaza only when their bus has arrived.
- Students who are walking home, taking the MBTA bus or being picked up will all be dismissed by staff through the Columbia Road doors.
- Students who are staying after school for a school-sponsored activity will be accompanied by staff to the cafeteria and will wait there to be met by the activity leader (coach, instructor, etc.)
- Students staying after school will not be permitted to return upstairs to their lockers or classroom without a pass from a teacher.
- Students will not be permitted to reenter the building once they have exited.