

## RULES FOR ABSENTEEISM-DISMISSAL-TARDINESS

### ATTENDANCE POLICY

The District Committee recognizes that school attendance directly affects the degree of skill gained at Vocational Technical Schools. Attendance is very important. It tells much about a student's attitude toward school, work, responsibility, habits of punctuality. All students are expected to be present every day school is in session.

#### A. ABSENCE-EXCUSED:

1. An absence is considered excused when a parent note is provided. Students are allowed three (3) excused absences in shop and three (3) excused absences in academics per trimester.
2. Any student who is absent from school must:
  - have a parent/guardian call in the absence by 11:00 a.m. on the day of the absence (508) 763-8011 ext. 125
  - provide a note explaining the absence upon his/her return to school
3. All absence notes must:
  - be brought to the Administrative Assistant's Office between 7:30 a.m. and 7:40 a.m.
  - include a parent's/guardian's home and work telephone number.
4. Students who are absent five (5) or more consecutive days due to illness must bring in a doctor's note to be readmitted to school.

#### B. OFFICIALLY EXCUSED ABSENCE:

1. An officially excused absence means:
  - death of a relative/bereavement leave
  - court appointment verified by court papers, summons, and subpoena
  - religious observance
  - license permit appointment verified by documentation
  - family vacation (Refer to Family Vacation Days section)
  - college visits (Refer to College Visits section)

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2. Related and academic class work, tests, and quizzes may be made up. A student must contact all instructors within three (3) days of returning to school to schedule all make-up work assignments.
3. The school administration will ultimately determine whether or not any absence is to be classified as excused
4. A student must present a doctor's note for the day(s) of the absence(s). Specifically:
  - a doctor's note must be presented to the Administrative Assistant upon the student's return to school within 30 days
  - a medical note must indicate dates
  - appointment cards are not acceptable

### C. ABSENCE UNEXCUSED:

1. An absence is considered unexcused when a student does not bring in supporting documentation.
2. An absence unexcused means:
  - a student will receive a zero for the day in **shop**
  - **Related and academic class work, tests, and quizzes** may be made up. A student must contact all instructors within three (3) days of returning to school to schedule all makeup work assignments.
3. The school administration will ultimately determine whether or not any absence is to be classified as unexcused

### D. ABSENCES FOR A TERM

1. A student who exceeds :
  - three (3) unexcused absences in shop
  - three (3) unexcused absences in academic or related classes within one (1) term will receive a grade of no higher than 60% for that term.
2. A student who exceeds:
  - six (6) absences in an academic or related class that meets two (2) times per day within one (1) term will receive a grade of no greater than 60% for that term.

## Attendance Policy

### E. TARDINESS AND DISMISSALS

1. In an academic and related class:
  - three (3) incomplete classes equals one (1) unexcused absence
  - an incomplete class is any tardy or dismissal that falls within a class period
2. In Shop:
  - three (3) tardies or dismissal equals one (1) unexcused absence

### F. ABSENCES FOR THE YEAR

1. Upon attaining six (6) absences in one (1) school year (excluding School Approved Absences), a parent/guardian conference will be held with the Principal, the Administrative Assistant and the student's guidance counselor. This is a mandatory meeting!
2. A student who exceeds nine (9) absences in shop (excluding School Approved Absences), in a school year will fail for the year.
3. A student who exceeds nine (9) absences in academic and/or related classes (excluding School Approved Absences) in a school year will fail for the year.
4. If a student feels that his/her absences beyond the ninth (9<sup>th</sup>) day in academics or shop were of an exceptional nature, he/she may appeal his/her case to the Faculty Review Board through the principal. The appeal must be in writing within one (1) week of receiving notification of his/her failure.

### G. FAMILY VACATION DAYS

The school administration at Old Colony does not condone absences due to parental vacations. However, we do realize that in most instances there is extenuating circumstances which cause parents to have their child excused during school time. Prior notification to the administration in writing is required. Vacation forms can be obtained in the Guidance Office and must be returned for approval one week prior to said vacation. Please note that vacation days are not to exceed five (5) days. Five (5) family vacation days will be counted as School Approved. **Absences will be approved only if a vacation form is submitted prior to the said vacation.** It shall be understood that if absences from school due to family vacations is necessary, all academic and related work must be made up. It is the responsibility of the student, not the teachers, guidance counselors, or the administration, to contact all their instructors within three (3) days of their return to school to schedule make-up assignments.

### H. COLLEGE VISITS

Old Colony allows no more than two (2) days of excused absences to juniors and seniors who request to visit the college of their choice. These visits are scheduled by the student and their parents. Transportation is the responsibility of the parents and/or students. College visits are not field trips. The College visit Request Form must be completed and approved for the absence to be excused.

## Attendance Policy

### I. STUDENTS 18 YEARS OF AGE AND OLDER

Eighteen (18) year old or older students living on their own have certain rights of an adult. Eighteen (18) year old students living with a parent/guardian must obtain a parent/guardian waiver form in order to exercise the same rights as students living on their own. The school may keep the parent/guardian informed about the student's progress and whereabouts.

### J. DISMISSALS

Dismissal notes must be accompanied by a parent's signature and must be presented to the Administrative Assistant prior to 8:00 a.m. on the day of dismissal. Students who have not submitted notes prior to 8:00 a.m. will not be dismissed except for emergency or medical reasons. The reason, again, must be a legitimate one and any dismissal for one-half the school day will be considered as a full day's absence. All dismissal slips will be issued by either the school nurse or the Administrative Assistant. Student's are not to ensure that all teachers they are scheduled to meet with on that particular day and have initialed their dismissal slip. Upon leaving school, you are to turn in your dismissal slip to the main office. Excessive dismissal will be reviewed by the Administrative Assistant or the Principal. (See E. Tardiness and Dismissals.)

### K. TARDINESS

1. Any student who is not in their classroom by 7:45 a.m. or reports to school after that time is to report to the main office for an "admit slip".
2. When a morning bus is late all students from that bus will report to the main office before checking in with their first period teacher.
3. Excessive tardiness may result in the revocation of the student's parking permit.
4. Refer to the discipline section of the handbook for specific disciplinary policy regarding tardiness. See E. Tardiness and Dismissals.

"Old Colony operates on a two week cycle, two weeks in the shop program and two weeks in the academic program. Because of the nature of two-week cycles there are usually tests, quizzes, and projects on days 9 and 10 of every cycle. Experience has demonstrated that students absent on those two days in particular very often do not make up exams, and hand in projects late or not at all. This usually results in poor grades. One way to avoid much of this is to make every effort to be in school."

### MAKE-UP WORK

It is the responsibility of the student who has been absent from school to consult with his/her teachers for makeup work. Students must contact their instructors **within three (3) days of returning to school to schedule all required makeup assignments.** Students failing to do makeup work will receive a zero (0) grade. Students who were absent during academics, still are required to see their teachers within three (3) days, even if they return during a shop-cycle. Students can make up work or receive extra help on Thursdays after school.

If a student sends a make up assignment to a teacher via e-mail, or if a student sends in completed work from off campus, the student must contact his or her teacher in person or by voice mail well in advance to inform the teacher of the planned arrangement.

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### INCOMPLETE GRADES POLICY

An incomplete grade for a student with a serious illness will remain incomplete until the end of the next trimester. Exceptions may be made based on extraordinary circumstances. However, teachers may impose their own deadlines based on each individual case and with administrative approval.

### ATTENDANCE

The District Committee encourages the staff to consider the affects of the total environment of Old Colony on pupil. The question of each student's attendance should so far as law will allow, be received in the light of what is best for him/her educationally. The law provides various penalties for persons who obstruct or prevent children from attending school.

- (a) Parents (or guardians) must require children and youth of school age to attend school. Parents are subject to court action and a fine should their child be absent in excess of seven (7) day sessions or fourteen (14) half day sessions within a six (6) month period.
- (b) Whoever induces or attempts to induce a minor to absent himself/herself or harbors a minor, while school is in session, is absent unlawfully from school shall be punished by a fine of not more than two hundred dollars.

In addition, an attendance officer may apply for a petition that a child is in need of services, in the case of a child who persistently violates the lawful and reasonable regulations of this school.