

Boston Green Academy Attendance Policies

Introduction:

BGA takes school attendance very seriously. It is very important to attend school every day and it is our priority to help students and families who struggle with attendance. To that end, the following procedures have been developed:

Absences:

A student must attend school for at least a half-day to be marked "present" for daily attendance. Parent/caregivers are asked to please email the school at attendance@bostongreenacademy.org to report the absence of their student. An absence note should be included in the email or sent in with the student upon their return. This communication must include the student's name, date(s) of the absence(s), reason for the absence, Caregiver signature and phone number.

A personal illness can be excused by a parent, but repetitive or chronic absences must be excused by a note from a health care provider. For a detailed description of excused vs. unexcused absences, please refer to page 14 of the "Guide to the Boston Public Schools for Families and Students" located on the BPS website.

Having an excused absence does not excuse the student from doing the work for the classes they have missed. Students must communicate with their teachers to receive any missed assignments.

Students are allowed no more than 4 unexcused absences from class/school for each of the 4 terms and no more than 16 unexcused absences for the year. Students with five or more total unexcused absences in a term shall receive a significantly reduced participation grade. Students should refer to their teachers' syllabi for specific teacher policies.

Students absent for 10 or more consecutive days of school will be invited, along with a parent/guardian, to attend a meeting to discuss the importance of attending school and the negative impacts, and legal ramifications, of the extended absence or truancy. **Students who are chronically absent may be required to attend special programs, sign attendance contracts, or may be referred to court proceedings, among other interventions.**

Tardiness:

If Student is late to class:

- Come in quietly, take your assigned seat, and wait for the teacher to acknowledge you.
- Please see individual teacher policies and procedures for handling tardiness.
 - Repeated offenses are likely to be referred to the Student Support Team for further interventions that include, but are not limited to, after school detention, community service, and parent/guardian meeting.
- If a student is tardy 5 or more times it can result in being disqualified from participating in after school SPORTS/ACTIVITIES and scheduled field trips; as determined by the Administration.
- If a student is tardy 5 times, it will equate to one unexcused absence from that course. 5 unexcused absences in a marking period will result in a significant loss of the participation grade.

If Student is late to school:

- Any student arriving to school after the 8am bell will be marked as tardy. They must sign in at the tardy desk to obtain a pass that will permit access into their class.
- Excessive instances of being late to school (3 or more in one week/10 or more in one marking period) will be handled directly by the SST. Family meetings will occur in an attempt to address the cause of the lateness and discuss a routine for the student to begin arriving to school in a timely manner. Loss of privileges and student detention are some potential consequences.

Early Dismissal:

If it is necessary for a student to be dismissed early for doctors' appointments, family emergencies, etc., a parent/legal guardian must:

- Contact the BGA main office via email at attendance@bostongreenacademy.org or a written note for approval regardless of students age. The email or note from parent/legal guardian must provide the student's and parent/guardian's name/signature, parent phone number, reason for dismissal and time of dismissal.
- If students are feeling ill, they must see the school nurse in order to receive approval for early dismissal. The nurse will contact the student caregiver to discuss options.
- Students who are dismissed early for any reason must sign out at the Main Office.
- Any Caregiver who arrives to the school in person to have their student dismissed will be asked to show proper identification. This must show them to be an approved guardian in our Student Information System (Aspen).