

LEXINGTON SCHOOL COMMITTEE POLICY

SCHOOL POLICY ON ATTENDANCE

Date Approved by
School Committee:

On file

Signature of Chair:

On File

Page 1 of 2

I. BACKGROUND

Massachusetts law requires compulsory attendance for students. At Lexington High we believe that classroom activities are central to the educational process, and when missed, can never be fully replicated or entirely made up. Pupils who frequently miss school and/or classes experience great difficulty in achieving the maximum benefits of schooling because absence disrupts the continuity of the instructional process, the benefit of regular classroom instruction is lost, and the missed work cannot be entirely regained through extra-class and after-school instruction.

II. APPLICATION

A student is expected to:

1. Attend and be on time for all scheduled classes, homerooms, required study periods, and other required activities.
2. See permission for absence from the associate or assistant principals in advance of the absence, except in emergencies.
3. Obtain assistance from the teacher to make up assignments and tests.

A teacher is expected to:

1. Report daily attendance and tardiness for all classes, homerooms, study periods, and other required activities.
2. Maintain accurate attendance records.
3. Notify parents of unexcused class absences through contact made promptly after the first such absence each quarter. In cases where the teacher is unable to reach the parent, the teacher will inform the student's administrator who will make the contact.
4. Assign detentions at his/her discretion for class tardiness with teacher supervising own students.
5. Assist students in completing their assignments and tests, when absences are excused.

An administrator in concert with the student's counselor is expected to:

1. Notify parents of unexcused absences or school tardiness through telephone contact or by a conference.
2. Review student requests for excused absences.

SCHOOL POLICY ON ATTENDANCE

**Date Approved by
School Committee:**

On file

Signature of Chair:

On File

Page 2 of 2

3. Assign two (2) detentions for each unexcused absence and consult with pupil personnel staff where appropriate.

Appeals Process

In cases where parents and students are in disagreement with the associate or assistant principal's decision, the established appeals process shall be followed. All appeals will be directed to the principal, then to the superintendent and thereafter, to the School Committee.

Reformatted: 4/2003

