**Attendance Policy**

The Board of Trustees of the Foxborough Regional Charter School believes that students realize greater benefits from their schooling when they attend regularly. The school director, or their designee, shall be charged with developing attendance procedures, which encourage students to attend regularly, be punctual, and actively participate in their classes. Such procedures shall include, but not be limited to, (1) establishing a procedure that allows parents to call a designated telephone number at a designated time to inform the school of a student’s absence and the reason for the absence, (2) enabling the school to contact the parent if a student is absent and the parent has not notified the school, (3) keeping accurate attendance records and making such records available for inspection by the Massachusetts Department of Elementary and Secondary Education , and (4) developing appropriate consequences for absences and tardiness.  Such information shall be provided to parents annually.

Children who reach age five on or before August 31 are eligible to enroll in kindergarten in September of that school year (603 CMR 8.02). All children must attend school beginning in September of the calendar year in which he or she attains the age of six and are required to attend school until the child turns 16 years of age.

**Student Absence Notification Program**

Each Principal or designee will notify a student's parent/guardian within 3 days of the student's absence in the event the parent/guardian has not informed the school of the absence. In addition, each Principal or designee will notify a student’s parent/guardian if the student has at least 5 days in which the student has missed 2 or more periods unexcused in a school year or has missed 5 or more school days unexcused in a school year.

Each Principal or designee shall make a reasonable effort to meet with any student and the student’s parent/guardian if the student has five (5) or more unexcused absences in a school year to develop action steps to improve student attendance. The actions steps shall be developed jointly by the Principal or designee, the student, and the student's parent/guardian and may include input from other relevant school personnel or officials from relevant public safety, health and human service, housing, and nonprofit agencies.

For any student who is absent without excuse for more than 8 days during a quarter during the school year, the school administration may consider filing a Child Requiring Assistance (CRA) Petition for students required by law to attend school (between 6 and 16 years old) who willfully fail to attend school, without excuse. The school administration also may consider filing a Failure to Send Complaint with the Juvenile Court for parent/guardian failure to send a student to school, without excuse, as required by law for 7 full school days or 14 half school days in a 6- month period, which may be punishable by a small fine. If school administration has reasonable cause to suspect educational neglect by a parent/guardian, then the school shall file a 51A report with the Department of Children and Families.

**Dropout Prevention**

In an effort to prevent students from dropping out of school before graduating, M.G.L. c. 76, § 18 sets forth a process for establishing that a student has left school permanently. The statute requires that the administrator of the school last attended by the student to do the following, with the understanding that the student must be age 16 or older:

* Send notice within a prescribed timeline from the student's tenth consecutive absence to the student and parent or guardian in both the primary language of the home, to the extent practicable, and English, which contains information prescribed in the statute. Among other things, the notice must initially offer at least 2 dates and times for an exit interview.
* Convene an exit interview which may proceed without the parent or guardian if the superintendent or designee has made a good faith effort to include the parent or guardian.
* Include a team of school personnel in the exit interview such as the principal, guidance counselor, teachers and other relevant school staff, and give the student information about the benefits of earning a high school diploma, the detrimental effects of leaving school, and alternative education programs and services available to the student.