

WILLIAM E. RUSSELL SCHOOL

ATTENDANCE POLICY

FREQUENTLY ASKED QUESTIONS | SCHOOL YEAR 2020-2021

TRANSLATION LINKS

[Español](#) [Kreyòl Ayisyen](#) [Português](#) [Tiếng Việt](#) [中文](#) [Soomaali](#)

LENGTH OF TIME

A student must attend for at least a half-day to be marked “present.”

- Students must be in school 8:15am - 11:40pm to be considered present for the day.

NO CREDIT

Any student with more than four unexcused absences in a marking term - or more than 12 unexcused absences for the school year - will receive a grade of “NC” (no credit, per BPS Policy). If the student otherwise earned a passing grade the following guideline applies:

- If a student receives an “NC” for one or more marking terms, but does not exceed 12 unexcused absences for the school year, the “NC” will be converted at the end of the school year to the grade the student would have otherwise received.

EXCUSED/UNEXCUSED ABSENCES

Students must bring in a note after each day they are absent.

- The note must include the date absent, the reason for the absence, a phone number where a parent or guardian can be reached, and the parent or guardian’s signature.
- The note must be received within **seven** school days after the absence.
- Excused absences may include:
 - An illness or injury. If the illness results in missing school for five or more days then a note from the health care provided should be attached to the parent letter.
 - A death in the immediate family (parent, sibling, grandparent, aunt, uncle cousin)
 - Court appearances
 - Medical or psychological tests during the school day
 - Cultural holidays and religious holy days
 - Visit to specialized school placements
- Unexcused absences may include:
 - Family vacations
 - Babysitting
 - Cutting class
 - Conflict with parent or caregiver schedule

TRUANCY PREVENTION PROGRAM

Any student that has three or more unexcused absences in a term or eight or more unexcused absences or tardies in a school year will receive a truancy prevention plan. A truancy prevention plan will include a variety of interventions to help identify the cause of the barrier to attending school and possible solutions for improving school attendance.

For more information and to read the full attendance policy use this link [Boston Public Schools Attendance Policy](#)