

STUDENT ABSENCES AND EXCUSES

The School Committee considers regular and punctual school attendance essential for success in school.

Students in the Weston Public Schools may be excused temporarily from school attendance for the following reasons:

1. Illness or quarantine
2. Bereavement or serious illness in family
3. Weather so inclement as to endanger the health or safety of the child
4. For observance of major religious holidays

A child may also be excused for other exceptional reasons with the approval of the Principal. Absence for the purpose of family trips and vacations is to be discouraged. If a student is absent 30 or more consecutive days for reasons other than those set forth in 1 or 2 above, the student shall be considered withdrawn from the Weston Public Schools.

Frequent or prolonged absences or repeated tardiness without satisfactory explanation shall be grounds for legal and/or disciplinary action.

Student Absence Notification

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.

Each Principal or designee shall make a reasonable effort to meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days (a school day shall be equal to two (2) or more class periods in the same day) in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the Principal or designee, the student, and the student's parent/guardian.

Dropout Prevention

No student who has not graduated from high school shall be considered permanently removed from school unless the Principal has sent notice to a student, and that student's parent/guardian, who has been absent from school for ten (10) consecutive days of unexcused absence. The notice shall be sent within five (5) days of the tenth consecutive day of absence and shall offer at least 2 dates and times within the next ten (10) days for an exit interview with the Superintendent or designee, the student, and the student's parent/guardian. The notice shall be in both English and the primary language of the home, if applicable. The notice shall include contact information for scheduling the exit interview and shall indicate the parties shall reach an agreement on the date/time of the interview within the ten (10) day timeframe. The timeframe may be extended at the request of the parent/guardian and no extension shall exceed 14 days.

The Superintendent or designee may proceed with any interview without a parent/guardian present, provided the Superintendent has documented a good faith effort to include the parent/guardian.

The Superintendent or designee shall convene a team of school staff to participate in the exit interview and shall provide information to the student and, if applicable, the student's parent/guardian on the detrimental effects of early withdrawal from school and the alternative education programs and services available to the student.

Adopted: November 21, 2011

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LEGAL REFS.: M.G.L.76:1; [76:1B](#); [76:16](#); [76:18](#); [76:20](#)