

**Attendance at RPDC
2022-2023**

At Roxbury Prep tracking daily attendance is not only crucial to a student’s academic success but also to ensure every student’s safety and security. Students form important habits early as they begin to develop responsibility to come to school on time and be prepared and ready to learn. Parents or guardians need to encourage good habits—like sleep, eating, and study habits—so that students are ready to learn. Teachers, administrators, counselors, and other support professionals can help students adjust to routines, learn expectations, and develop good academic habits.

State Law requires that students attend school. The following thresholds are outlined in state law:

- When a student reaches 5 unexcused absences in a quarter, the school is required to have a family meeting to discuss the absences.
- When a student reaches 8 unexcused absences in a quarter, the school is required to file a Child Requiring Assistance with the court.

According to the Roxbury Prep handbook, three tardies are equivalent to one absence. For purposes of data tracking the school will convert tardies to absences on all official records. To comply with the law and to be proactive, Roxbury Prep schools will follow these protocols:

# of Absence Equivalents	Event
3 in a single quarter	Phone call from school
5 in a single quarter	Family meeting at school
7 in a single quarter	School calls family to remind of legal requirement to file CRA
8 in a single quarter	School files CRA
10 total for the year	Family meeting with school
15 total for the year	2 nd family meeting with Principal
20 total for the year	School files CRA
20+ total for the year	Principal calls family to discuss potential retention consequences

FAQs

How can I excuse an absence? You can do this by sending a signed doctor’s or dentist’s note to school with your student. She should bring the note to the Main Office, fax to 617-275-5760, or email to mainoffice@roxburyprep.org

Can I excuse an absence by calling? Yes, please call the Main Office at 617-858-2300 to speak with the Office Manager. However, please note that absences are excused at the discretion of the school leaders—if your student is absent multiple days in a row the Main Office may ask for documentation of a verified illness, religious observance, court appearance, or college visit.

Can I call to excuse an absence from 3 months ago? No. Notes or calls to excuse an absence must be submitted within a week of the absence.

When will I receive a call each day if my student is marked tardy or absent? Attendance calls will automatically trigger at 10 AM each school day.

Attendance Policy

(from the Roxbury Prep Student & Family Handbook 20-21)

Attendance is vital for the well-being of individual students and for the school community. For that reason, the school enforces the following attendance policy:

- Parents and guardians are encouraged to ensure that their children regularly attend school and are strongly discouraged from scheduling appointments for their children during school hours.
- Parents or guardians should call the school as early as possible, but no later than 7:30 AM, if their children cannot be at school for any part of the day.
- Absences are excused at the discretion of the school leaders only in the case of a verified illness, religious observance, court appearance, college visit, or school-imposed disciplinary action (i.e., suspension).
- Immediately upon returning to school, each student must submit to the Office Manager a detailed note—signed by a parent or guardian—that verifies the date(s) of absence(s) and explains the reasons for the absence(s). In the case of an illness, a doctor's note must be provided to the school. **Unless such a note is submitted the day of the student's return to school, the absence(s) may be considered unexcused.**
- If a student is absent for more than five (5) days in a single quarter, it may affect his/her promotion to the next grade. A mandatory family meeting with the Dean of Students and/or the school leaders may be required for any student with five (5) or more unexcused absences or 15 tardies in a quarter.
- After eight (8) absences in a quarter, the school may report the student's excessive absenteeism to state or local authorities. In addition, a student may lose his/her ability to participate in the school's activities and trips.
- It is incredibly important for students to arrive at school on time each day. Unexcused tardies are never acceptable. Every three (3) incidents of lateness will be counted as one (1) absence. Additional mandatory family meetings with the school leaders may also be scheduled.
- A student may be assigned disciplinary consequences, including demerits or detention, pursuant to the disciplinary code, for being tardy and/or for unexcused absences.
- A student who misses five (5) or more consecutive days of school without notifying the school or who enrolls in another school is subject to being unenrolled. In addition, parents must withdraw students in writing.