

Student Attendance

Regular and punctual school attendance is essential to the achievement of students in the Harvard Public Schools. In accordance with Massachusetts State Law, Parent(s)/Guardians has the responsibility to ensure that their children attend school regularly. A student's understanding of the importance of day to day schoolwork is an important factor in the shaping of his or her character.

The school website and school handbooks will provide instructions for calling in absences or completing an online form. If the school does not receive notice from the parent(s)/guardians within three days of the student's absence they will be contacted to inquire about the absence.

Students may be excused temporarily from school attendance for the following reasons:

Excused Absence/Tardy included:

- Documented illness or injury
- Bereavement/family funeral
- Major religious observances
- Family trips up to 5 days per year with a preapproval form
- College visits with preapproval form

Unexcused Absence/Tardy Examples of an unexcused absence may include, but is not limited to:

- Undocumented absences
- Family trip without obtaining approval

The parent(s)/guardian will also be notified when a student has five or more unexcused absences in the school year. At Bromfield, the parent(s)/guardian will be notified after two or more unexcused absences from the same class. The principal (or his/her designee) will notify the parent(s) or guardian(s) in writing and request a meeting to discuss the student's attendance and develop an action plan.

There may be academic consequences for chronic absences. See the school handbooks for more details.

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

CROSS REFS: [School Student/Parent Handbooks](#)
[IMD, Guidelines for Church and State Separation](#)

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