

## **Understanding the Attendance/Tardy Policy Acton-Boxborough Regional High School**

### **You are absent from school...**

**Did your parent / guardian call the main office at 978-264-3323 to excuse you on the day of the absence?**

- ✓ **Yes!** Then you are excused. Return to school and make up any work you missed.
- ✓ **No.** Then you are still unexcused. Your parent/guardian needs to write a note excusing your absence. Bring this note to the main office when you return to school.
- ✓ **No, I have no excuse.** If you are Truant from school for the day, you will lose three points from your term grade for each class you missed. There is no opportunity to serve a detention to make up for your absence.

### **You are absent from class...**

**Can your absence be excused?**

- ✓ **Yes!** It is your responsibility to bring the documentation excusing your absence and the truancy notice to the main office. The main office will sign your truancy notice, which you must return to your teacher.
- ✓ **No.** You have an unexcused absence. You will lose three points from your term grade. There is no opportunity to serve a detention to make up for your absence.

### **You arrive to class after the bell rings...**

**Do you have a pass from another adult excusing your tardiness?**

- ✓ **Yes!** Then you are excused. Enter class and follow your teacher's instructions.
- ✓ **No.** Then you are *Tardy Unexcused*. When you are tardy unexcused three times in the same term you will receive a notice telling you that you have lost three points from your term grade. There is no opportunity to serve a detention to make up for your tardies.
  - ✓ The next time you are tardy three times in the same term, you will lose another three points from your term grade.
- ✓ Note that your teacher may choose to assign a detention at any point as a consequence for being tardy unexcused to class.

**\*\*Remember to monitor your own attendance through the PowerSchool Portal found on our website ([www.ab.mec.edu/abrhs](http://www.ab.mec.edu/abrhs)).**