

Medway Public Schools  
Medway, MA  
**SCHOOL COMMITTEE POLICY**

Policy # 10

**School Attendance**

Every child between the minimum and maximum ages established for school attendance by the Massachusetts Board of Education shall attend a public day school in Medway, or some other day school approved by the school committee during the number of days required by the Massachusetts Board of Education.

Every child who resides in Medway is required to attend school beginning September of the calendar year in which he/she attains the age of six until his/her sixteenth birthday, unless the school or parent or person having legal or actual charge or control of the child is able to show the child is elsewhere receiving equivalent instruction in the studies taught in the public schools or is otherwise in a non-attendance status permitted by law.

Uninterrupted attendance in regularly scheduled classes allows students to obtain the maximum benefit from the district's instructional program. Regular and punctual attendance contributes to the general welfare of the entire student body by reducing disruption to the learning environment. Cooperative efforts of parents/guardians and school staff to promote regular student attendance are encouraged.

Additional information on school specific policies will be located in the individual schools' student handbooks.

**Drop Out 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 consecutive days of unexcused absence. The notice shall be sent within five days of the tenth consecutive day of absence and shall offer at least two dates and times within the next ten 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 within the ten day time frame. The time frame may be extended at the request of the parent/guardian and no extension shall exceed fourteen 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 time 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.

### Student Absence Notification Program

Each principal will notify a student's parent/guardian within three 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 meet with any student-and that student's parent/guardian-who has missed five 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. The parties may also seek input from other relevant school staff and/or official from relevant public safety, health and human service, housing and non-profit agencies.

#### References:

MGL CH 76:1,1B; MGL CH 76:18; MGL CH 76:16; MGL CH 76:20

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