

# **BENJAMIN FRANKLIN CLASSICAL CHARTER PUBLIC SCHOOL POLICIES & PROCEDURES**

**NO. 0034**

Title: **Student Attendance**

Effective Date: June 14, 2012

Submitted By: Governance Committee

Supersedes Date:

Approved By: Board of Trustees

Rev. No:

## **1 Purpose**

- 1.1 The purpose of this policy is to establish the expectations for student attendance and absences, including conditions that may lead to the disenrollment of a student at BFCCPS.

## **2 Scope**

- 2.1 This policy applies to all students enrolled in BFCCPS.

## **3 Responsibility**

- 3.1 The Benjamin Franklin Classical Charter Public School Board of Trustees is responsible for interpreting the provisions of this policy. The Head of School is responsible for implementing the provisions of this policy.

## **4 Definitions**

- 4.1 HOS – Head of School
- 4.2 MGL – Massachusetts General Law

## **5 Policy & Procedures**

- 5.1 BFCCPS follows MGL Ch. 76, Sec. 1, that requires parents to ensure their child(ren) attend school regularly.
- 5.2 BFCCPS is a school of choice and must ensure that all enrolled students meet the obligations of winning a seat via the lottery process.
- 5.3 Students absent from school due to a medical reason for more than 5 consecutive school days must have a medical note from their doctor upon returning to school.
- 5.4 Students that will be absent from school for more than 5 consecutive school days for a non-medical reason must obtain approval from the school administration by submitting the Extended Absence Request Form at least 30 days before the requested absence.

- 5.5 Extended absences for non-medical reasons for more than 10 consecutive school days will not be approved and will result in disenrollment from BFCCPS unless caused by exceptional and unavoidable circumstances, such as a natural disaster, serious accident, or other situation deemed exceptional and unavoidable by the HOS.
- 5.6 Excessive non-consecutive absences for non-medical reasons may result in administrative action.

## **6 Applicable Forms**

- 6.1 Extended Absence Request Form

## **7 Related Policy & Procedures or Documents**

- 7.1 Policy 0019 Enrollment
- 7.2 BFCCPS Parent/Student Handbook