



# GREATER NEW BEDFORD REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL

1121 Ashley Boulevard, New Bedford, MA 02745-2496  
Tel. 508-998-3321 Fax 508-995-7268 [www.gnbvt.edu](http://www.gnbvt.edu)

**Preparation • Passion • Perseverance**

Dear Parents/Guardians/Students,

*Please take a few minutes to review the detailed Attendance Policy, including reporting a student absent, dismissals, and tardy protocols in the student handbook (pgs.42-45)*

Students are expected to be present and on time every day that school is in session. School starts at 7:30 a.m., and students must be present in their 1<sup>st</sup> period class by 7:40 a.m., to be considered on time. If a student must be absent, a parent/guardian must call the school (508-998-3321 ext. 734), by 8:00 a.m., stating the student's name, ID#, DOB, and reason for the absence. Failure to notify the school may result in the student being considered truant for the day. Truancy is being absent without permission, which will result in disciplinary action.

The Attendance Department does not allow phone call dismissals barring a serious family emergency. For dismissals, only a parent/guardian or person on the emergency contact may come to the Welcome Center to dismiss a student. If the person dismissing the student is not on the emergency contact, the student will not be dismissed. It is extremely important to make sure that the emergency information is updated (10A Emergency Contact Form). The Welcome Center staff will require the parent/guardian/emergency contact person to present a photo ID. If unable to provide the necessary required identification the student will not be dismissed. Please understand that these measures are in place for the safety of all students.

If the student is a self-driver, a permission note from a parent/guardian will need to be dropped off to the Attendance Office by the student before school, the note should include the student's name, ID #, your telephone number and indicate if the student is a self-driver, the Attendance Office will then call to verify dismissal. All students regardless of age must follow the dismissal policy and procedures.

Greater New Bedford Regional Vocational Technical High School has a strict Attendance Policy that requires unexcused absences and tardiness to be made up after school. Time owed is made-up after school in the cafeteria, Monday-Thursday, from 2:30-4:00pm., late bus transportation is provided, if needed. Failure to make up tardiness within 24 hours will result in further disciplinary action and will comprise school privileges, including all school sponsored events i.e., participation in sports, homecoming, junior banquet, senior prom and all extra-curricular activities.

For more detailed information regarding Attendance Policy/Protocols, including what is considered excused/unexcused absences and tardiness, please refer to the student handbook pages 42-45. If you have any questions or concerns, please do not hesitate to call my office, ext. 341.

Respectfully,

Jennifer Carreiro  
Supervisor of Attendance

Greater New Bedford Regional Vocational Technical High School is committed to ensuring equal opportunities for all students. The school does not discriminate on the basis of race, color, national origin, genetics, ancestry, limited English proficiency, sex, disability, religion, sexual orientation, gender identity, age, homelessness, immigration status, military status or veteran status in its education programs and activities, including admission to or employment in such programs or activities.

**Michael P. Watson**  
Superintendent-Director

**Maciel Pais**  
Executive Director  
Operations and Technology

**Warley J. Williams**  
Principal

**Erin Ptaszenski**  
Executive Director  
Student Services

**Pamela Stuart**  
School Business Administrator

**Yolanda Dennis**  
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