

ATTENDANCE POLICY

The purpose of school is to educate students. Regular attendance is essential to earn good grades and experience educational success. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular attendance is lost and cannot be entirely regained. Consequently, students who miss school frequently experience great difficulty in achieving the maximum benefits of schooling. The school staff cannot teach students who are not present. The entire process of education requires continuity of instruction, a variety of classroom learning experiences, collaboration with teachers and peers and independent study in order to reach the goal of maximum educational benefits for each individual student. Therefore, students are expected to be in attendance every day of the school year. Parents/Guardians have a legal responsibility to ensure that their child or children are in attendance each day school is in session.

Attendance Communication Responsibilities

Parents/Guardians: Parents/guardians should call the main office of the appropriate school on the day of a student's absence, to notify the school of a student absence. If the office does not receive a phone call on the day of the absence, the absence will be unexcused. If a vacation cannot be avoided when school is in session, parents/guardians need to inform the Principal and main office in writing of the dates. Missed instruction time cannot be recovered and can negatively effect a student's education.

School: The school is required to notify a parent/guardian of a child's absence if the school has not received notification of the parent/guardian within 3 days of the absence. The school is required to notify parents/guardians if a student has missed 2 or more classes unexcused in a 5 day period of time or if the student has missed 5 or more unexcused days in the school year. The Principal and/or designee will arrange a meeting with families of students who have 5 or more unexcused absences for the purpose of improving student attendance at school.

Absences which are discouraged but for which work may be made-up are:

1. Any vacation taken during school time. When a parent/guardian absents a student from school for a trip, vacation, etc. the parents/guardian and student assume all responsibility for work missed, with the understanding that classroom participation and discussion cannot be duplicated. **When the Principal is notified in advance of the absence, make-up work is allowed.**

Parents/Guardians must notify their child's teachers. Parents must understand that teachers are under no obligation to provide special help classes or tutoring.

2. Medical and dental appointments should be scheduled during a time when school is not in session or during after school hours. If appointments are made

when school is in session, students are expected to attend school before dismissal and after return.

LEGAL REFS: M.G.L. 76:1, 2

Adopted By The
Hadley School Committee: September 22, 2014