

ATTENDANCE/TARDY POLICY

The purpose of school is to educate students. Regular attendance in all classes is essential to earning good grades and establishing good habits for post high school living. In the working world, regular attendance and promptness are expected, and a student's school years are an excellent time to promote these habits. Frequent absences of pupils from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained even by extra after-school instruction. Consequently, many pupils who miss school frequently experience great difficulty in achieving the maximum benefits of schooling. Indeed, many pupils in these circumstances are able to achieve only mediocre success in their academic programs. The school staff cannot teach pupils who are not present. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual child. The regular contact of the pupils with one another in the classroom and their participation in well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. This is the well-established principle of education, which underlies and gives purpose to the requirement of compulsory schooling in this and every other state in the nation.

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.

Tardy Policy: The school begins with the homeroom bell at **7:30** (new time for 09-10) school year instead of 7:33 due to revised bell schedule). Students are expected to be in their homerooms in order to hear morning announcements, which contain vital and pertinent information. Students arriving late to school after homeroom has begun at 7:30 must report to the main office to present a parental note and receive a tardy pass. Students are allowed to sign in tardy with a parental note **FIVE** times per semester without consequences, regardless of the reason. Parent work schedules, poor weather conditions, oversleeping, car problems, riding with another person are not considered extenuating circumstances but may be noted for the allotted five tardies per semester. If a student is tardy to school due to a medical appointment, a doctor's note detailing the time of the appointment will be required. If you see a doctor/dentist on a regular basis a physician's note stating that appointment times during after school hours are not possible due to the physician's schedule.

Consequences:

1. After the fifth tardy, students will be assigned one office detention for each additional tardy (per semester)
2. After the seventh tardy, a parent meeting will be held. Student will lose driving and parking privileges to school if he/she is a driving age, as well as senior privileges, for the semester.

After the Tenth tardy, a parent must escort his/her student into the building and personally sign him/her in for any subsequent tardies during the semester. A late student will not be admitted into the building without a parent signing him/her in. If the student is under the age of 16, court involvement may occur.

Students who are tardy due to an unusual or extenuating circumstance may apply for a waiver of consequences. Students with ongoing medical issues must apply for a medical waiver.

The policy for unexcused tardies will remain in effect (three unexcused tardies = one office detention). Student must have a note in hand when entering the building or the tardy immediately becomes unexcused.

A. School hours: Students must report to homerooms by the **7:30 a.m. bell. Students will be considered tardy if they are not seated at 7:30.** Once a student reaches school grounds in the morning, permission must then be granted by the administration in order for a student to leave. School is dismissed at 2:00 p.m.

Students participating in a curricular or extra-curricular activity or event must be in school by 10:30 for the remainder of the school day (2:00) or be in attendance for a minimum of 3 1/2 hours on the day the event will occur. Exceptions to the above policy, under extenuating circumstances, may be granted by the administration. Prior notification is expected concerning any exceptions.

B. Excuses for absence: Parents are requested to call the school main office (584-1106/1107) by 8:00 a.m. on the day of a student's absence. The telephone call may be used in lieu of a written note by the student's parent or guardian. **A note or phone call does not excuse an absence; it only verifies it and indicates that the student has not been truant.** Missed classroom time cannot be recovered and negatively effects a student's education. Excessive absences, tardies and dismissals are disruptive to the learning environment at Hopkins Academy and should be limited to legitimate causes. A doctor's note will be required for re-admittance when a student has been ill and absent for three or more consecutive days. Administrative approval will be required if a doctor's note cannot be provided to the school.

In the event a telephone call to the school is not made on the morning of a student's absence, a note on the day of the student's return must be submitted. The excuse following an absence must include the following:

1. Date note is written
2. Date of absence
3. Full name of student
4. Reason for absence
5. Signature of parent or guardian

Students may be excused temporarily from school attendance for the following reasons:

1. Illness or quarantine
2. Bereavement or serious illness in family
3. Observance of major religious holidays
4. Valid reasons other than listed above as determined by administration.

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

1. Any vacations taken during school time. When a parent absents a student from school for a trip, vacation, etc. the parent 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 by the parent /guardian in writing one week prior to the absence.** of the absence, make-up work is allowed; **students must notify their individual teachers at that time,** however, teachers are under no obligation to provide special help classes. A parent contemplating absence of this type should consider tutoring, at parents' expense, upon the student's return to school.

2. Medical and dental appointments should be scheduled during a time when school is not in session or during after school hours. If appointments must be made when school is in session, students are expected to attend as many classes as possible before dismissal and after return.

3. A student seeking an excused absence for the purpose of a college visitation, driver's test, job interview, armed service interview, or any other planned absence, should have written confirmation or a parental request for the visit on record in the office forty-eight hours in advance. Students should also notify each teacher of the intended absence in advance.
- D. Truancy, or an unexcused absence, is recorded as a zero for each class.
- Consequences:
- a. After the fifth tardy, students will be assigned one office detention for each additional tardy (per semester)
 - b. After the seventh tardy, a parent meeting will be held. Student will lose driving and parking privileges, for the remainder of the semester.
 - c. After the tenth tardy, a parent must escort his/her student into the building and personally sign him/her in for any subsequent tardies during the semester. A late student will not be admitted into the building without a parent signing him/her in. If the student is under the age of 16, court involvement may occur.
- E. Tardiness and dismissal from school: All students who are tardy to school must report to the main office when entering the building, sign in on the appropriate sheet, and be issued a tardy form to be presented to the student's teacher for each period in session. All tardy notes should contain the same information as those written for absences. Acceptable reasons for tardiness correspond with those for absences. More than three unexcused tardies per year will result in disciplinary action (office detention).
- Once students enter school grounds, they must remain in school. Leaving school grounds without permission will result in disciplinary action. Students requesting early dismissal from school for any reason, such as medical/dental appointments, driver's exams, funerals, etc., must have notes signed by their parents or guardians stating the reason for the early dismissal, time of dismissal, and expected time of return. As stated earlier, students should return to school when possible. If a student will not return, this must also be stated in the note.* An excuse to leave school grounds will be issued at the office. The excuse will be presented to the teacher whose class the student is leaving, and the teacher's signature obtained. The student will sign out at the school office on the register and leave the pass at the office. Failure of a student to abide by the above will be cause for disciplinary action.
- A parent or guardian may request his/her child's dismissal from school for an emergency occurring during normal school hours by telephoning the school office and stating the reason for the request.
- * The school is not responsible for the student's safety and/or well-being from the time he/she signs out until he/she returns and signs in.
- F. Students who are not in the classroom when the bell rings are tardy. Tardiness may result in teacher detention.
- G. Leaving the school building or school grounds: Any student who leaves the school building and/or school grounds to conduct business at the Central Office or Hadley Elementary School, must have permission from the main office and sign out on the register maintained for this purpose. The student must sign in upon his/her return (see Discipline Chart). This includes students waiting for the late bus.

H. School cancellation, early dismissal, and teacher workshop days: New England winters can be unpleasant due to the many snow and ice storms and bitter cold which we have to face. On mornings of inclement weather, school administrators are faced with a decision relating to school cancellation. This decision is not an easy one, as many factors have to be considered.

However, a final decision must be made by 6:30 a.m. in order to notify bus drivers. Parents, students, and teachers receive notification by listening to radio stations WHMP (1400AM), WHYN (560AM), and WTTT (1440AM) as cancellation announcements are made between 6:25 a.m. and 7:00 a.m., or by watching channels 22 and 40, **or by logging on to their websites.** If no report relating to the Hadley Public Schools is heard or viewed, it can be assumed that school will be in session. Please do not call the school.

There are also times throughout the school year when early dismissal is appropriate, on days when a snow or ice storm has come into our area and is beginning to make road conditions slippery. In this case, every attempt will be made to complete bus routes before hazardous conditions occur. Another reason for early dismissal would be mechanical failure of a boiler.

All early dismissals will be announced over radio station WHMP (1400) so that as many parents as possible can be notified. On days of inclement weather when school is in session, parents should tune to WHMP to keep abreast of our situation. Parents should discuss with their children what procedures to follow in the event of early dismissal.

The school calendar lists teacher workshop days. Reminders of these days are published in the newspaper. On half days, school is dismissed at 11:10 a.m. and students will be transported home on their regular buses.