

ATTENDANCE

Each school day is important to the education of your child. Research tells us that the best learning takes place during the interaction of the teacher, student and classmates. Simply making up the work does not take the place of actual class instruction and interaction.

Each day that your child is going to be absent or tardy, **please call the school (698-2207) or email the school secretary** between 8:00 a.m. and 8:40 a.m. If you have not called by this time, our office staff will be calling you as a precautionary measure. To leave a message before 8:00 a.m. call the school and access the appropriate mailbox. **If your child visits the doctor or is triaged over the phone, please ask for a note for the school to excuse your child's absence.**

Excused absences include illness (with doctor notes), bereavement, religious holidays, time spent with a family member home on Military leave, and court appearances. In addition, if your child is dismissed by the school nurse for medical reasons and she requests that you keep him or her home for an additional period of time, this will also count as an excused absence.

Unexcused absences include vacation and absences due to illness without medical documentation.

If you feel your child is missing school due to anxiety or emotional causes, please contact us so that we may be of help to you and your child. Your child's safety and success in school are our priorities.

Students may arrive to school at 8:10. Students entering school after 8:25 will be considered tardy. Students who enter class tardy have a harder time settling into classroom routine, and may disrupt classroom instruction. Please make every attempt to schedule medical and other appointments after school hours whenever possible. We appreciate your efforts.

If you need to have your **child dismissed before the end of the school day, you must send a note with your child or email the school secretary. Include the date and time of the dismissal and the name of the person who will be picking them up if it is not the parent or guardian.** Adults must report to the office in order to sign out the child. Early dismissal should be for emergency use only. Office staff will call down and have the child sent to the office. Please do not go to the child's classroom to pick them up. Please note that individuals unknown to the office staff will be requested to produce a proper form of identification prior to releasing the child(ren). *For the safety of our school community all visitors must use the front entrance and ring the bell to be let into the building. **Please note: There will be no office dismissals after 2:40 due to changes in afternoon dismissal procedure.*

Children who are well enough to attend school are considered well enough to participate in recess and physical education activities except in unusual circumstances as described by a parent/guardian and/ or physician.

Did you know?...

Massachusetts General Law, Chapter 76, Sections 1 and 2, mandates that students attend school and that the responsibility for proper attendance is placed on the parents. The schools are responsible for enforcing this statute and notifying parents/guardians of the recorded absences. The law stipulates that seven (7) unexcused absences in a sixth month period is considered excessive and referral to the appropriate state agency is encouraged. Additionally, if your child accumulates 5 unexcused absences a letter will be sent home recommending a meeting to discuss ways to improve attendance.

After more than 10 unexcused absences a meeting will be scheduled with administration and the classroom teacher. The solution could be as simple as notifying the parent or guardian and working together to improve that student's attendance. **However, in extreme cases, it may require the school to solicit assistance from the Court, by filing**

a Failure to Send or the Department of Children and Families, by filing a 51A (a report of suspected child abuse or neglect).