

Pentucket Lake Elementary School
Attendance and Tardy Policy

Pentucket Lake is committed to providing a safe and supportive school in order for every student to make academic, social and emotional growth. This commitment requires families to share in this responsibility by being a fully invested partner with their child's teacher/s and school.

The most important predictor for student success is ATTENDANCE.

Massachusetts's law requires attendance for all students. Chapter 76, section 1-4 of the Mass General Laws states that all children between the ages of six and sixteen must attend school. The Haverhill Public School policy states that students will maintain a 95% attendance rate with fewer than 9 days absent per year. A student who is frequently tardy, absent or dismissed to school without an excused reason is in violation of this policy.

Absence and Tardy Information

Students arrive late to school must report to the main office with a parent to be signed in. A child is considered late if he or she is not in the school by 9:00am.

Student Absence Notification System

Parents are required to call Pentucket Lake (978-374-2421) to inform the office of a student absence and the reason for such absence. Parents who do not call school, to report the absence, will receive a phone call from the automated call system. It is essential that parents provide up-to-date telephone numbers. Parents should call school immediately if they receive a call in error. Chronic unreported absences may require a home visit from the Attendance officer or designee to ensure safety.

In addition to calling the school when your child is absent, upon return to school a child is required to present a written note to his/her homeroom teacher. The note should include the date(s) of the absence, the reason for the absence and the signature of a parent or guardian. If a note is not delivered to school within two days of the absence, the absence will be considered unexcused and the student may receive a detention and the parent may be called. If a student is absent five or more consecutive days, or is showing a pattern of excessive absenteeism a doctor's note may be required. It will be the responsibility of the student to gather and make up all work when they return to school. Time allowed to make up work will be equal to days absent for full credit. Students absent from school will not be allowed to participate in extra-curricular activities on that day, except with the permission of the administration for exceptional circumstances

An **Excused Absence/Tardy** includes:

- Documented illness or injury Medical note
- Death in Family Parent note
- Religious Holiday Parent note
- Court Appearance Note from Court
- Family Emergency Approval by School Administrator

An **Unexcused Absence/Tardy** may include but not limited to:

- Missed bus
- Woke up late
- Chronic absences, tardies and dismissals not documented by a professional
- Non-emergency situations
- Family vacations

Tardy Consequences

- Instruction may be made up during recess
- 3 unexcused tardy mornings – Parent meeting with Principal or her/his designee.
- 6 unexcused tardy mornings – Parent will receive a letter documenting the tardy days. A copy of the letter will be put in the student file. Student may receive a detention.

Attendance Policy

- 4 unexcused absences in a trimester - Parents will receive a letter and a copy of the letter will be placed in the students file.
- 7 unexcused absences in a trimester - A meeting will be scheduled with the building Principal (or his/her designee), Parent(s)/Guardian, student and Attendance officer to develop an action plan to improve the students attendance.
- Continued chronic absenteeism may result in the filing of a 51A for Educational Neglect

Early Dismissal

Students who need to be dismissed during the day must bring a parental note to the teacher. The note should include who will be dismissing the student, the reason, time, and signature of the parent. Prior to the dismissal, the parent/guardian or designee will be required to sign the student out of school at the main office. Student will NOT be dismissed to a minor. For student safety ... CHANGES IN DISMISSAL WILL NOT BE MADE OVER THE TELEPHONE.

Family Vacations

We strongly discourage family vacations when school is in session. In addition to compromising the attendance law, family vacations interrupt the educational process. Teachers are not required to provide work in advance.