

# Attendance Policy Highlights

*\*Please read specific guidelines and goals below.*

- Call the student absentee line at 978.536.5690 every day your child is absent from school.
- Send a note to school documenting the reason for absence on the day your child returns to school.
- Students who arrive at school later than 9:00 a.m. must report to the office for a tardy slip.
- Excessive and repeated tardies to school may result in detention.
- Students who are absent more than 20 days from school a year may not be promoted to the next grade level.
- The school will send home a letter once a student reaches 7 absences a trimester and will notify the district attendance officer.



## ATTENDANCE

*A Key to Your Child's  
Success*

*Schools are responsible for teaching your child. But schools can't do their job if your child is absent. Learning builds day by day. A child who misses a day of school misses a day of learning.*

Research shows that children who are in school most of the time do better on state tests. Studies also show that kids who are absent often score lower on state tests.

Being late for school hurts a child's learning too. A student who is 10 minutes late every day will miss 30 hours of instruction during the year. Children can copy notes or make up assignments, but they can never get back what's most important: the discussions, the questions, the explanations by the teacher and the thinking that makes learning come alive. Your child's success in school depends on having a solid educational background- one that can only be gained through **regular school attendance.**



## McCarthy School Attendance Goals



### For Parents:

- Always call the student absentee call-in number at 978.536.5960 to report your child's absence.
- Send a note to school the day your child returns to school explaining the reason of absence.
- Avoid scheduling family trips or doctor appointments during school hours.
- Don't accept excuses for why your child "must" miss or be late for school.
- Talk with your child about the importance of attending school regularly.

### For Students

- Eat nutritious foods and get enough sleep and exercise.
- Arrive at school on time, prepared and ready to learn.
- Make up any missed work or assignments after an absence.
- Work to earn classroom and individual attendance rewards.



### For the School:

- Highlight the district attendance policy during Back to School Night.
- Utilize the school to safety program to call the families of students who were not reported absent on a daily basis.
- Work with the school safety officer and district attendance officer to improve student attendance and decrease truancy and tardiness.
- Keep a weekly log of student absences. Call parents when a child is approaching 7 absences. Send a letter home about attendance once a student reaches 7 or more absences.
- Offer monthly attendance incentive rewards.