

Attendance/Tardy/Dismissal Policy

Research on school attendance consistently shows that low absenteeism is correlated to students' positive school behavior, participation in extracurricular activities, higher grades, and better long term educational outcomes. To ensure continuity and maximum advantage of the school program, students must attend school each day. Absences due to illness, religious holidays or death in the family, or other serious reasons are, of course, understood. Notes, written and signed by a parent/guardian, explaining all absences, tardiness, early dismissals, or change of routine (such as a bus student walking) are required and should be sent to the classroom teacher.

The following guidelines should be followed if your child is absent, tardy or will be dismissed early:

- Parents/guardians whose child will be absent (or tardy) should call 978-536- 5963 before 9AM each day that your child is absent (or tardy) from school.
- Parents/guardians are required to send a note to school documenting the dates and reason for your child's absence on the day your child returns to school.
- Students who arrive at school later than 9:00 AM must report to the office and are considered tardy. Excessive tardiness may result in a parent conference.
- Students who are to be dismissed from school early should bring a note to the office signed by a parent or guardian.
- Students attending after school activities at the West need to send a note in giving parent/guardian permission for the child to attend the activity that day. Parents/guardians may also send in a blanket note giving permission for the child to attend the activity for the dates of the activity.

The school system does not condone, and indeed, strongly discourages the practice of parents or others taking students on extended vacations during days when school is in session. These unauthorized absences from school violate State Law and place the academic standing of these students in jeopardy. We ask that parents use the three school vacations provided and work to maximize your child's attendance at school.

Visiting West Memorial During Regular School Hours

We welcome parents/guardians to West Memorial School. We value you supporting your child's education and working to build a strong home to school Relationship.

Visiting

If you are visiting West Memorial School during school hours, for a meeting or to drop something off, please proceed to the main office where we can assist you.

- If you are dropping off an item for your child, please inform the school secretary, Mrs. Vassallo, and your child will be called to the office to pick it up. Please note that the teacher will send the child down when it is an appropriate time for him/her to leave the classroom learning environment.
- Please do not bypass the office and go to the classroom to visit or deliver an item. This violates school safety procedures and disrupts the classroom routine and student learning.

Volunteers

All volunteers (Any parent chaperoning, assisting or supporting a school/classroom event or party during the school day) must have an up to date CORI on file.

If you are visiting for a shorter time between the hours of 8:50 AM - 2:55 PM, please park on Bow Street. If you are staying for a long portion of the school day, you may park in the front parking lot. Please be mindful to watch for students if you enter/leave this lot during the opening or closing of school. Students do cross the front parking lot on the white and yellow lined areas to get between the school and Bow Street. If you require a handicap space, there are two designated spots in our front parking lot area.

Volunteer Sign In Procedures

- Please, always report to the main office when arriving to school.
- Please sign in the visitor log book and whiteboard and indicate your name, date of visit time and who you are visiting.
- Please take a volunteer/visitor badge to wear. Badges must be worn at all times when you are visiting the school during school hours.
- Please tell a staff member in the office where you are going. If going to a classroom, someone in the office will call down ahead of time to make sure the teacher is ready for your visit.
- At the end of your visit, please report back to the office to sign out in the visitor book log and return your badge. Again, Welcome to West Memorial and thank you for your understanding in following these procedures.