

HAMC POLICY REGARDING ATTENDANCE AND TARDINESS

All students should attend school regularly. Frequent and lengthy absences and recurring tardiness will seriously impair your child's progress. Maximum educational benefits are achieved when students come to school regularly and arrive on time. A student must complete four hours of school to be considered present.

1. You must call or email the school nurse with the reason for your child's absence, even if it is not medically related. Children should be kept home if they show signs of illness. If your child is ill, you must include the child's symptoms in the communication.
2. After 5 days of cumulative absences, the parent(s)/guardian will be notified by letter. After 10 days of cumulative absences, the parent(s)/guardian will be notified by letter and will be required to attend a conference with the administration. After 30 days of unexcused absence in a school year, the student may be required to attend the after school CAS program or be retained for the following year.
 - a. Non-cumulative and excused absences:
 - 1) The student is sent home by the school nurse
 - 2) There is a death in the family
 - 3) The nurse has received a doctor's or dentist's note (received within 5 days of absence)
 - 4) The student is quarantined due to illness
 - 5) The student is suspended from school (work will be sent home)
 - b. Cumulative absences:
 - 1) Any absence that is not defined as non-cumulative
 - 2) Vacation when school is in-session
3. All work missed due to an absence must be made up by the student. You are asked to call school for homework assignments when your child is absent two or more days. You must call before 10:30 AM to insure that all the teachers are notified. School policy does not permit teachers to give students assignments in advance when a long absence is anticipated due to a family vacation or trip.

Tardiness or early dismissal from school greatly disrupts the learning process.

1. All K-8 students are expected to arrive at school by 8:30 AM sharp. A student who arrives at school after the beginning of classes must stop at the office to receive an admittance slip.
2. You must stop at the front office when you wish to take your child out early.
 - a. Sign the log book, and office personnel will get your child for you. Do not go down to the classroom to get your child when taking him/her home, or at any other time.
 - b. Students will not be called out of class until their parents arrive to pick them up.
 - c. If your child returns to school on the same day, please have him/her stop at the office to be signed in and to receive an admission slip.
3. The following will be considered as an excused tardy:
 - a. Medical/dental appointments that cannot be scheduled outside of school hours
 - b. Medical disability
 - c. Family emergency
 - d. Good cause as may be acceptable to administration
4. After the 3rd time a child has an unexcused tardy, a letter will be sent home notifying the parent(s)/guardian. Every 5th time a student has unexcused tardy, the school will record it as an unexcused absence. If a student in 4th -8th grade misses davening in the morning, he/she will daven during his/her lunch time.