

**NORTHAMPTON ELEMENTARY
ATTENDANCE PROCEDURES
2009-2010**

Attendance: Please call the attendance office at 832-484-5505 before 8:15 a.m. if your child will be absent. Students are tardy if they arrive after 8:20. A parent should walk the child into the school building and sign him/her in after 8:20. If you take your child to the doctor during the school day, and he returns to school on the same day, he will not be counted absent if a doctor's note is presented at the same time of the child's return to school or by the end of the school day. Please remember to send a note the day your child returns from an absence stating the reason for the absence even if you called in the absence. **The note should include the child's name, the date(s) of the absence, the reason for the absence, and the parent's signature. Be sure to send a doctor's note if you have one.** This will be included in your child's attendance records in case it is needed to document absences at a later date.

Tardy/Early Dismissal Procedures: Punctuality and attendance are important life skills. When a student is tardy or leaves early, it is very disruptive to that child and the entire class. A student who is not in class misses important instruction. Our faculty has established the following procedure addressing tardies and early dismissals:

On the fourth tardy and/or early dismissal in a nine-week grading period: the conduct grade will be lowered by one letter. If your child is going to a doctor, please send a doctor's note immediately when your child returns to school in order to have the tardy/early dismissal excused.

On the sixth tardy for the year: a letter will be mailed to the parents from administration.

Every tardy on or above eight for the year: the student will serve detention. It is important to note that tardies and early dismissals are not excused (exception: doctor visits validated by a doctor's note that is presented immediately when the child returns to school). There are often many valid reasons for tardies and leaving early. We do not want to be judgmental about tardies or early dismissals, so they all count toward the total. We understand that emergencies do happen, and that is why consequences do not occur until the fourth tardy and/or early dismissal.

IMPORTANT: if there are four or more unexcused tardies and/or early dismissals in a nine-week grading period, the conduct grade will be lowered by one letter, and the student is not eligible for Principals' Proud Club.

Early Dismissals: Leaving early is very disruptive to instruction, and often a student misses important instruction. No early dismissals are allowed in order to receive a Perfect Attendance Award at the end of each nine-week grading period (exception: doctor visits validated by a doctor note). **Also, if there are four or more early dismissals and/or tardies in a nine-week grading period, the conduct grade will be lowered by one letter, and the student is not eligible for Principals' Proud Club.**
No early dismissals after 2:30, please.