



NATHAN HALE-RAY HIGH SCHOOL

Dear Parents/Guardians,

Regular and punctual student attendance in school is essential to the educational process. Time lost from class is a missed educational opportunity. Please adhere to the following attendance procedures for absences and early releases from school.

Absence from School

- Parent/Guardian shall notify the school no later than the morning of the absence by phone or email at hs-attendance@easthaddamschools.org.
- Within two days of an absence, the student will submit to the attendance office proper documentation for that absence (*i.e. handwritten note from parent, doctor note*).
- In ordinary circumstances, failure to bring in a note within two days of an absence will result in that absence being regarded as unexcused.
- **Students who have 5 or more unexcused absences from a semester course and/or 10 or more unexcused absences from a full year course will not earn credit for the course(s). Please refer to the handbook for more information.**

Early Dismissal

- Parent/Guardian shall notify the school through a handwritten note containing the student's name, dismissal time, reason, and parent signature. Students may only leave with written permission. Students must sign out in the attendance office before leaving.
- If a parent telephones the school to dismiss a student early, a confirming email must follow.
- Upon dismissal, a parent must come into the building to sign out the student.
- A student who drives themselves to school and is being dismissed early may only leave with a handwritten note or a confirming email.
- In the event of illness during school, dismissal will be arranged through the school nurse or in their absence the administrative office. Students will only be dismissed because of illness after approval by the school nurse and parent/guardian. In addition, no excuse for missing classes because of illness will be accepted unless approved by the school nurse.
- If a senior does not have senior privileges, please do not write him/her early dismissal notes to leave early.
- Please limit the need for early dismissals to genuine emergencies and prior planned appointments that could not be scheduled outside of the school day.

Examples of Excused Absences

- ✓ Student illness
- ✓ Family emergencies
- ✓ Court appearances
- ✓ Death in family
- ✓ College interviews or visits
- ✓ Religious holidays
- ✓ 2 non-consecutive mental health days

Examples of Unexcused Absences

- ✓ Truancy
- ✓ Oversleeping
- ✓ Missed bus
- ✓ Family vacations

CHRISTOPHER ECKERT
PRINCIPAL



ALLISON STROILI
ASSISTANT PRINCIPAL

NATHAN HALE-RAY HIGH SCHOOL

Tardy to School

- Parent/Guardian shall notify the school by phone if their child will be tardy to school.
- A student shall provide a note or documentation of an appointment visit to the attendance on arrival to school if their tardy is excused.
- If a student is late to school without an appropriate excuse, the tardiness will be unexcused.
- If a student accumulates 3 or more unexcused tardies to school, they will receive an after school workshop (**see student handbook for more information**).
- Excessive tardiness will result in a meeting between student, parent, and administration to support improved punctuality.

For more information, please contact the attendance office and review the East Haddam Public Schools Board of Education Policy on Attendance (5113).

Sincerely,

Allison Stroili