



HAMPDEN CHARTER SCHOOL OF SCIENCE EAST

Hampden Charter School of Science East

20 Johnson Road Chicopee, MA 01022

Phone. (413) 593-9090 Fax. (413) 294 2648

info@hampdencharter.org

www.hampdencharter.org

Dear HCSS East Community

Our students learn best and are most successful when they are consistently in their classes on a daily basis. Here at HCSS-EAST we have an attendance policy to help ensure that success. This policy identifies absences that affect student learning.

Our policy helps to combat chronic absenteeism. Within this Attendance Policy, we have a 20% rule for our core courses, and HCSS-East allowances for unexcused absences and receiving course credit.

For the full Attendance Policy, please see below. In addition, please contact administration for any questions related to the attendance policy.

Best Regards,

HCSS East



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HCSS ATTENDANCE POLICY

Regular school attendance is essential for the student to make the most of his or her education. It is also the law in the state of Massachusetts.

-Any student having 20% or higher absenteeism (excused or unexcused) in a School Quarter in a Core Course is required to show proficiency on the Quarter Final Assessment/HCSS Proficiency Test. The student's final grade for that School Quarter in that Core Course will be the Quarter Final score, the maximum grade being 80 (B-).

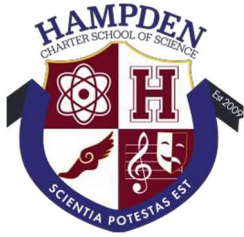
-Any student having 20% or higher absenteeism (excused or unexcused) in a School Year in a Core Course shall earn no credit for the course.

If the student reaches more than (10) unexcused absences within a school year, the student will fail for the entire school year.

- Students under 16 years of age are of compulsory school age and are expected to attend school. School officials monitor attendance of students and will commence an investigation of any student who is excessively absent or truant from school. School officials will consider extenuating circumstances in determining whether an absence will be excused or not. Some examples of excused absences include, but are not limited to:
 - An extracurricular activity or public performance that has been approved by the District's Board of Trustees.
 - Required screening, diagnosis, and treatment for Medicaid-eligible students.
 - A documented health care appointment-if the student begins classes or returns to school on the same day as the appointment.
 - A temporary absence resulting from any cause acceptable to the Dean of Students or Director, including personal illness; or illness or death in the immediate family.
 - A juvenile court proceeding documented by a probation officer.
 - An absence required by state or local welfare authorities.
 - Family emergency or unforeseen or unavoidable instance requiring immediate attention.
 - Approved college visitation.

Please note: HCSS may ask for additional documentation.

HCSS shall excuse students from attending school for the purpose of observing religious holy days when it is a tenet of their faith that they must be absent from school during such time and if, after the absence, the parent, guardian, or person having custody or control of the student submits written notification for the excused absence. The District shall excuse the student for days on which the student must travel to and from the site where the holy days will be observed. Excused days for travel shall be limited to not more than one day for travel to and one day for



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travel from the site. A student whose absence is excused for religious holy days shall not be penalized for the absence and shall be counted as having attended for purposes of calculating attendance. Students excused under this provision shall be allowed a reasonable time to make up schoolwork missed on those days.

In those rare circumstances when a student must be absent from school, the student-upon returning to school-must bring a note, signed by the parent, that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted.

Notes must be received within three days of the absence, or the absence will be unexcused.

A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

All anticipated absences must be cleared by the Director at least one full day before the absence. All assignments missed will be due on the day the student returns to school unless otherwise arranged with teachers or Director. Assignments associated with an anticipated absence will be provided before or after the absence at the discretion of the school. Any absence not cleared in advance will be unexcused.

Because excessive absences are considered truancy under state law, the school has the right to take extreme absence cases to court.

Absence and Tardiness

HCSS recognizes two kinds of absences and tardiness: excused and unexcused. Please read through the definitions of each carefully so that you understand what you and your parents' or guardians' responsibilities are. Also, you need to be acutely aware of your responsibilities regarding homework, quizzes, and tests when you have an excused absence and the consequences for unexcused absences.

Students must provide a note from a parent or guardian or a doctor for an excused absence to be admitted to school.

Excused Absences

HCSS accepts only the following as excusable reasons for absence from school. Under the compulsory education law, parents or guardians must notify the school any morning their child is not attending. The excuse shall be submitted to the attendance office and filed as part of the student's school record. An excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

HCSS reserves the right to request additional documentation to consider an absence excused

Unexpected Absences



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- Personal Illness
- Your parent or guardian must call the school each morning you are ill.
- When you return to school, you must bring an explanatory note from your parent or guardian.
- The school may require a doctor's confirmation. Illness in the Family
- Your parent or guardian must call the office to explain the situation and estimated time of absence.
- When you return to school, you must bring an explanatory note from your parent or guardian. Quarantine of the Home
- Your parent or guardian must call the office to explain the situation and estimated time of absence
- When you return to school, you must bring an explanatory note from your parent or guardian.
- Such an absence is limited to the length of the quarantine as fixed by the proper health officials. Death of a Relative
- Your parent or guardian must call the office to explain the situation and estimated time of absence.
- When you return to school, you must bring an explanatory note from your parent or guardian.
- The school may require a supportive document.

Anticipated or Planned Absences

Observance of Religious Holidays

- Any student shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief (Documentation from the family's place of worship may be required).
- Professional Appointments
- We encourage parents to schedule medical, dental, legal, and other necessary appointments outside school hours whenever possible. If this is not possible, you must bring a note to the office the day of the absence stating clearly the time you are to be dismissed. In addition, the following rules shall apply to this kind of dismissal during the school day:
 - Parent or guardian must sign the student out of school;
 - The student must return to school when the appointment is finished if classes are still in session.

Unexcused Absences

An unexcused absence does become part of a student's school record. You will be marked for an unexcused absence if you



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- fail to bring a written note within three school days following an absence;
- leave school without the permission of the assistant Director;
- Are absent from class without permission - including walking out of class;
- Are absent from school without parental permission;
- get a pass to go to a certain place but do not report there, and/or;
- Are absent for reasons not acceptable to the administration.

Make-up Work for Excused Absences

- An absence from school, even for several days, does not excuse you from responsibilities in the classroom on the day you return. If you have an excused absence, you will be given the same number of days that you were absent to make up missed work.
- If you are absent for school-related reasons or for an anticipated or planned absence, make arrangements with your teacher(s) for assignments prior to your absence. For students with excused absences, make-up tests will be scheduled at a time designated by the teacher. It is the student's responsibility to take the test at that time. If you fail to do this, the teacher is not obligated to schedule the make-up. If you fail to make up a test without making other arrangements, the teacher may decide not to give you the test.

Make-up Work for Unexcused Absences

If you have an unexcused absence, your grade(s) in a class or classes will be affected in one of these ways.

- You may not make up work following an unexcused absence.
- Unexcused absence may result in an "F" or "zero" for the day in each class missed.
- Teachers are not obligated to allow you to make up quizzes or tests.

Habitual Truancy

HCSS shall consider a student a "habitual truant" by State law and expel him/her when, in spite of warnings and/or his/her parents' efforts to ensure attendance, he/she has accumulated five (5) consecutive days or ten (10) total days of unexcused absence during a school year.

Tardiness

In HCSS, there are two types of tardiness: Tardy to school and tardy to class.



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The HCSS Tardy Policy has been developed to emphasize the importance of each student being in the classroom for the entire period, as well as arriving on time to school every day. Learning the responsibility of getting to class on time is an integral part of HCSS's standard of excellence, which prepares students for success.

In our school, instructional time is viewed as a precious resource. Consequently we view chronic tardiness as a serious problem. Note that after each incident you will receive this notice; but if the problem continues additional consequences will be imposed.

Thank you for your support in ensuring students make maximum use of class time and learn to be punctual. School begins at 7:45 AM Beginning the day promptly is important and demonstrates commitment to success.

Students should be inside the school and ready for class by 7:45 AM. Afterwards, they must use front entrance and report to the Main Office to get a tardy slip from designated staff member. Tardiness to school will be unexcused even though the parent brings the student to school. Oversleeping, car/traffic problems, etc. are all Unexcused. Tardies are excusable by a school official under the following circumstances:

- Court appointment
- Illness of the student
- Student has a doctor/dentist appointment

A note or phone call from a parent or a professional note from a doctor/dentist will be required to verify the above.