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# ❖ Knightly News ❖

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December 2012

Hollis Brookline Middle School

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## From the Administration

Hello to all of you,

We hope this winter holiday season finds you all well. We have been celebrating the season with a number of charitable giving activities. Our Student Council is sponsoring the Giving Tree we have in the Main Office. Staff and students are invited to choose a tag off the tree, which has the name of a child in need. The children are all residents of the Nashua Children's Home. In addition, two of our 8th grade students, Luke Martin and Brian Repp have organized a collection of warm hats and gloves for the men at the Men's Shelter in Nashua. If you would like to make a donation, we would welcome your participation.

As the winter begins, this is a good time to review the Student Attendance policy. Below are some key components of the policy. A full copy of this policy can also be found in your child's Student Handbook. Please do not hesitate to contact us with any questions.

We hope you can join us for our Winter Chorus and Band Concerts next week. Our Chorus and Band students have been practicing since early fall to prepare for these concerts, and the faculty and staff are looking forward to seeing our students perform.

Until the new year, we wish all of you a happy and safe holiday season and a restful vacation.

**Bob Thompson and Patti Flynn**

## STUDENT ATTENDANCE

The Board requires that school-aged children enrolled in the District attend school in accordance with all applicable state laws and Board policies. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress. See Policy JH

RSA 193:1 states, "A parent of any child at least six (6) years of age, and under eighteen (18) years of age, shall cause such child to attend the public school to which the child is assigned in the child's resident district."

## ABSENCE

If a student will be absent from school, the **parent or guardian is requested to call the school office (465-2223) prior to 7:30 AM**. You may leave a message at any time in the general school mailbox. The school secretary will follow up with students for whom no calls have been received.

## Calendar Of Events

December 12th—Early Release

December 18th—7th Gr. Winter Concert, 7:00 PM

December 19th—7th Gr. Field Trip, A Christmas Carol Presentation, Hanover Theatre

—8th Gr. Winter Concert, 7:00 PM

December 24th—January 1st—Holiday Recess

January 17th—Early Release

January 21st—**No School**—Martin Luther King, Jr. Day

## TARDINESS

The school day at Hollis Brookline Middle School is from 7:15 AM to 2:15 PM. All students are expected to be seated in their ROCK classroom at 7:15 AM. A student arriving at school on or after 7:15 AM shall report to the office to receive a tardy pass. Over-sleeping and missing the bus are not considered excuses for tardiness. **Students must present a note from a parent/guardian if they wish for the tardy to be excused.** Students with unexcused tardies to school will receive a one hour detention on the 4th tardy and will lose the privilege of the next school dance on the 5th tardy. Tardies will be calculated on a quarterly basis and students will begin fresh in each quarter of the school year. Chronic tardiness may result in further disciplinary action.

Please note the following important attendance related procedural requirements at HBMS:

- A note from a medical provider is required when a student is absent for 5 or more consecutive days due to illness. The note must contain the specific dates to be excused. These absences are unexcused until an excusal note is received.
- Up to 6 days of vacation or educational opportunity may be considered excused each school year. In accordance with school board policy, a letter from parents in advance is required for approval.
- Student report cards will include separate notation of excused and unexcused absences.
- Administration reserves the right to request documentation related to student absences at anytime. Documentation may include medical excusal notes, court documents or other.
- Student attendance records are reviewed regularly. In situations where students are experiencing multiple absences, intervention plans are put in place. Strategies to assist students with improving their attendance may include, but are not limited to: attendance alert letter, parent phone call and/or conference, request for documentation, consideration of the need for additional/alternate services, meeting with school resource officer, home visit, among others.