February 17, 2017

Dear Parents/Guardians:

Despite the fact this has not been a procedural practice in the past, please read our student absence procedure carefully. It is important for the overall safety of our children that this procedure be followed.

Student Absence Procedure: In the event that your child is not coming to school on a particular school day, you - the parent/guardian - must:

- Email Mrs. Betty Speronza (Administrative Assistant) at bsperonza@holyspiritunionnj.org. Cc: your child’s teacher(s). Teacher email addresses can be found on the school’s website at www.holyspiritunionnj.org.
- Your email must include:
  - Your child’s name
  - Teacher/grade
  - Reason for the absence
  - Your name
  - Your preferred phone number at which to be reached should we need to contact you back
- If you have not emailed us and your child not in school by 8:45 a.m. on any given school day, we will be putting out a call to you in order that we may be informed as to why your child is absent, and to know that the child is safe and not missing.

Further, there are a number of students who consistently arrive late to school. In our Parent/Guardian Handbook it is written: Students are expected to arrive on time for school. Continual tardiness distracts from the students ability to meet the challenges of the day in an orderly and proper fashion. It also causes interruptions for the teacher and classes that are in progress. Any student that arrives after the 8:10 a.m. bell is considered tardy. To this, I will be adding in next year’s handbook that for every three times a student is tardy, a detention will be issued.

I have posted the Parent/Guardian Handbook on the HSS website. Please peruse its content - specifically with regard to attendance (pages 11-12). That noted, I also encourage that

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vacations and family trips be planned to happen during natural breaks in the school calendar - e.g. Christmas Recess, Spring Break. It is not a good idea to take vacations and family trips during school time. Missing a week, ten days or more is deleterious to the education of any child. Further - in the event that you are vacationing or taking a family trip during school time, we are under no obligation to provide work for the child to do while on the vacation/trip. Following is wording from the handbook pertaining to family vacations: Parents/guardians who wish to take their child(ren)out of school for vacation or family matters should discuss the child's progress with the principal and teacher. While this policy is generally discouraged however the primary obligation rests with the parent/guardian. In the event that this should occur, students will not be permitted to take textbooks with them. Work will have to be made up upon their return to school. No work will be given ahead of time. The responsibility for the makeup of the work/tests rests with the student. It is also a matter of courtesy that the principal and teacher be notified in writing prior to the time of non-attendance. Of course we will be understanding of absences related to serious family matters.

On another note, we have been experiencing some student illness. Please stand informed that we are currently disinfecting desks and other touched items on a three-times weekly basis. We ask that - if your child is sick - please do not send her/him to school. Also, should your child run a fever - she/he must be fever-free (without medication) for 24 hours prior to returning to school. We want all students to be safe and healthy.

As always, I thank you for your support. I ask that you keep all of us at Holy Spirit School in your prayers. We will surely keep all of you in ours.

God bless,

[Signature]

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