

## **PLEASE NOTE THESE IMPORTANT 2015-2016 UPDATES TO THE PLACENTINO HANDBOOKS**

1. Please submit a completed schedule to Susan Gleason via Maureen Ohnemus by 9/7/15.
2. Please note the addition to the Tardy and Absence section of the Placentino School Handbooks for the 2015-2016 school year:

### **Important Information Regarding Absences *and* Tardiness**

Please see School Committee Policy, JH - School Absences and Dropout Prevention. pdf at the following link:

<http://www.holliston.k12.ma.us/home/about/policies>

In reference to the absence and tardy notification, as defined by School Committee Policy, JH - School Absences and Dropout Prevention the Placentino School has created a protocol for notification to families about absences and/or tardies throughout the school year,

**5 Absences or Tardies: The classroom teacher will email or provide a phone call sharing that the student has met 5 tardies or absences.**

**7 Absences or Tardies: A Guidance Counselor or Administrator will provide a phone call home to the family of the student who has met 7 tardies or absences.**

**10 Absences or Tardies: A letter from the Assistant Principal will be mailed home to the families of children who have met 10 tardies or absences.**