



HILL CLASSICAL MIDDLE SCHOOL ABSENCE PROCEDURES 2006-2007

Punctuality and regular attendance are fundamental to good learning and good citizenship. Every absence results in an instructional loss to students and a financial loss to your school district. Students are held accountable for all assignments and lessons given during an absence.

Parents or Guardians are asked to call Hill Classical Middle School at the 24-hour attendance line the morning of a student's absence. This will eliminate the need for a note and a readmit slip to class. Otherwise, when the student returns to school after an absence, he/she will need to report to the attendance office to clear his/her absence. He/she must have a note written and signed by the parent or guardian stating the **date, your relationship to student, and reason for the absence** from school. If a student is late to school, a note of verification from the parent or guardian must be given. Uncleared absences become **truancies** and each truancy results in a discipline point. (SIXTH GRADE STUDENTS NOTE: Absence notes and notes to leave early from school [early-outs] are given to the Attendance Clerk at the Banker's Window, not to a teacher.)

24-HOUR ATTENDANCE LINE: 596-6292

(If busy please call 598-7611 and ask for extension 222)

When a student returns without a note and the parent has not called the school, the student will be issued a truancy and a discipline point. He/she will be expected to bring a note or have a parent or guardian clear the absence by phone within 3 days.

ABSENCES

- **Excused:** Illness, medical or dental appointments, death in the immediate family, quarantine or immunization exclusion, religious observation.
- **Unexcused:** Vacation trips, shopping, working, transportation breakdown, family celebrations, missing the bus, truancy, suspension, or needed at home. (Not the same as a truancy – students will not receive a discipline point.)

MAKE-UP WORK

- Make-up work: 1-2 day's absence: Upon return students must contact teacher for work.
3 or more day's absence: Call the office and speak with Mrs. Hammond.

PARENT RESPONSIBILITIES

- Call the attendance line the day your child is absent.
- Follow-up with your child's teachers if he/she does not bring home make-up work.
- Check your child's planner to make sure your child has a Study Buddy to answer questions by phone if they don't understand an assignment.

STUDENT RESPONSIBILITIES

- Remind your parent to call Hill the day you are absent.
- Pick up your missing work.
- Call your Study Buddy if you need more help at home.