

# HACKENSACK MIDDLE SCHOOL

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Office of the Principal

Corey J. Jones

**To:** HMS Staff

**Date:** February 11, 2014

**Re:** Revised Attendance Policy

Please review the revised attendance policy that has been generated by building administration and the guidance team.

**Unexcused School Tardies:**

- 5<sup>th</sup> tardy - Central Detention + Parent Notification Letter
- 10<sup>th</sup> tardy - 2 Central Detention + Parent Notification Letter
- 15<sup>th</sup> tardy - ISS + Parent Notification Letter
- 20<sup>th</sup> tardy - ISS + Parent Conference
- 25<sup>th</sup> tardy - ISS + Parent Conference/Intervention Services

**Unexcused Absences:**

- 5<sup>th</sup> absence - Parent Letter
- 10<sup>th</sup> absence - Parent Letter + Guidance Consultation
- 15<sup>th</sup> absence - Parent Letter + Guidance Consultation + Attendance Action Plan
- 20+ absences - Parent Letter + Parent Conference + Intervention Services

It is important to note that students who missed days of school due to medical reasons are marked as unexcused until documentation is received from a doctor or hospital. If at any point you receive such documentation please forward it to the Health Office. At that point the absence(s) will be excused. Secondly, if you are informed that a student will be out of school for a period of more than 10 days please notify administration immediately. These students will be dropped from roll and must re-enroll upon their return.