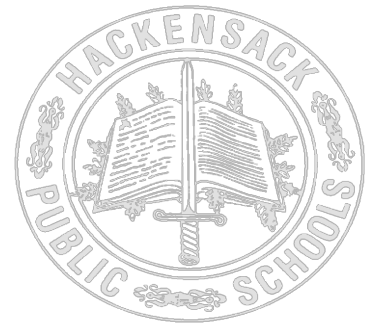


HACKENSACK MIDDLE SCHOOL

360 UNION ST
HACKENSACK, NJ 07601
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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:

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

Unexcused Absences:

- 5th absence - Parent Letter
- 10th absence - Parent Letter + Guidance Consultation
- 15th 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.