

HAMBURG MIDDLE SCHOOL

ATTENDANCE PROCEDURES AND RULES FOR HMS STUDENTS

SCHOOL START TIME

Students must be in their first period class (where attendance is taken) before the morning bell rings at **7:40am**.

CALLING IN AN ABSENCE

Parents/Guardians must call Attendance (646-3260) ASAP to report a student absent or tardy. You may call early and leave a message on the voice mail. Include: Student's full name, grade and reason for absence/tardy.

WRITTEN EXCUSES AFTER AN ABSENCE

Upon returning to school, a written excuse is required by NYS Law. The note should include the student's name, reason for the absence, date(s) of the absence and a parent/guardian signature. The note must be turned in to the Attendance Office within three days of returning to school. Failure to turn in an excuse will result in the absence being considered "illegal".

ARRIVING TARDY TO SCHOOL

If a student arrives late to school, he/she must sign in at the Attendance Office before going to class. Upon arrival the student is required to have a written excuse. Failure to provide a written excuse will result in a detention. *Acceptable excuses include: Appointment, illness, family emergency. Unacceptable excuses: Overslept, traffic delay, "running late".*

LEAVING SCHOOL EARLY

If a student must leave school early, a note from a parent or guardian is required. Indicate the students' full name, time of dismissal, reason for dismissal and if the student will be returning to school or not. The student will drop off the note in the Attendance Office after checking in with their first period teacher and can pick up their pass to leave early from the Attendance Office later in the day. Walking to appointments is only permitted if specified in the note; a parental signature is required. Please make every effort to arrange appointments in advance as last minute phone calls to dismiss students early are disruptive to the class.

GOING HOME ILL

If a student becomes ill during the course of the school day, he/she is required to go to the Nurse's Office. A call will be made to arrange for the student to be picked up from the Attendance Office. Please do not come to school to pick up your child unless you hear from a school official.

FAMILY VACATIONS

Vacations are considered illegal absences unless a Pre-Approved Vacation Form is completed two weeks prior to the date(s) of absence and approved by the Principal. The forms are available on the Hamburg Middle School Webpage under "Quick Links" – click on Parent Links. As always, it is the responsibility of the student to make up any work missed.

ATTENDANCE OFFICE: 716-646-3260