

ATTENDANCE POLICY

Good attendance at Huntingdon Middle School is expected of all students and encouraged by the staff. In order for our students to improve academically and reach their potential, they must be in school on a consistent basis.

The following guidelines are to be followed:

- If you are tardy three times in a semester to homeroom or to class it will warrant disciplinary action. Students tardy more than 3 times within a semester will receive an after-school detention for each tardy.
- Students involved in school activities are considered present. However, students are required to stay on schedule with all class work and return from such activities prepared in each class. Students involved in school activities that require them to check out of school are to follow rules established for that activity. Failure to obey rules or follow check in/out times will result in dismissal/non-participation in that activity.
- Students absent for any reason must bring a note from their parent or guardian. (This includes students who sign out and leave school for only a short time). Once a student returns from an absence, a note must be sent to school within three (3) school days of the absence or the absence will be unexcused (even if the student is not in attendance each day during the three-day period). The note must include the reason for the absence and a telephone number where we can reach the parent or guardian. After students in grades 4, 5, and 6 have missed 10 school days, a doctor's note will be required in order to receive an excused absence. Students in grades 7 and 8 may miss 5 school days before a doctor's note is required to receive an excused absence. In the case of a doctor's appointment, a doctor's note is required. Also, after five (5) unexcused absences have occurred for any student, parents/guardians will receive a letter from the district attendance supervisor notifying them of the absences. Continued unexcused absences will result in truancy charges being filed with the proper Carroll County authorities. Students will not receive an excused absence if they miss all day for an appointment of short duration. Excessive absence, even excused, could result in loss of credit.
- In the event a student is absent from school, he/she will be given time to make up school work. For each day missed, students will have 2 days to complete and turn in missed assignments that were given when absent. It is important students discuss with their teacher what assignments need to be made up the first day they return back to school.

Excused absences will be allowed for the following reasons:

- 1) Personal illness
- 2) Death in the immediate family
- 3) Doctor's appointment which cannot be scheduled outside school hours

Any other excused absence must have the principal's approval prior to the absence except in cases of emergency. This includes, but is not limited to, absences due to travel. Class assignments are to be completed in advance or turned in when the student returns, depending on the teacher's requirement.

Parents or guardians may take their child out of school, but the school reserves the right to determine if they are excused or unexcused absences. Students who leave during the school day must sign out and the above policies apply.