

Homewood Middle School Attendance Guidelines

If your child is absent from school

1. If your student will not be attending school for the day, you are encouraged to email the front office at hms-attendance@homewood.k12.al.us, before 9:00 am each day. If no email is received, the school will attempt to contact the parent.

2. In order for an absence or tardy to be excused, a student must provide a doctor's note or a written explanation for the reason of absence, the date or dates of the absence, and the signature of the parent or guardian. The parent/guardian should provide this information within 3 school days from the day the student returns to school. The Homewood Board of Education sets as a guideline to allow up to five **(5) absences excused by parent-written notes for student illness or travel per year and sets a guideline to additionally allow up to five (5) principal's permission excused absences per school year** (not including Death in the Immediate Family). All other absences/ tardies will remain unexcused unless a doctor's note is provided.

3. If your child is sick or injured during school hours, we will contact you by phone. If your phone number or any other contact information has changed, please notify the school so we can make the appropriate changes.

Checking out of School

A student must be checked out of school in the main office by a parent or person(s) listed on the students approved checkout list, ID is required.

School Hours

7:45 am	First Bell
7:55 am	Tardy Bell- Instructional time begins
3:00 pm	School Dismissed*

*IF your child is not picked up by 3:30 pm, they will be required to go to the "After the Bell" program at the drop off fee of \$20.00 a day.

Tardy Policy

The following is the Tardy Policy for Homewood Middle School. You should read this information so you are aware of the ramifications of being tardy to school and /or class.

Discipline for Cumulative Tardies- Resets every 9 weeks

Occurrence	Consequence
5th cumulative tardy	Detention
7th cumulative tardy	Saturday School
10th cumulative tardy	Saturday School

***Detentions will be run on T/W/TR from 7:00-7:45 a.m. and from 3:05-3:50 p.m. in Ms. Isaacs' room #202**

Delivering Messages or Personal Items-

Since it is our desire to maintain a learning environment that is uninterrupted, the school will not deliver items or messages to the students in non-emergency situations. Students are responsible for bringing everything they may need at the start of the school day. This includes homework assignments, study materials, uniforms, athletic equipment, and lunches. We do not relay phone messages to students except in the case of emergencies. We will attempt to deliver phone messages at the end of the school day. Please remind your student of all appointments and transportation arrangements before the student leaves home in the morning. We appreciate your understanding that instructional time should not be interrupted.