



Mr. Purvis Jackson  
Principal

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Assistant Principal

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Greetings Hampton Hornet Students and Parents,

Welcome Back! We are looking forward to an exciting new school year. Let's make 2019-2020 an awesome year. This letter is to explain the attendance procedures for Hampton Middle School. Our goal is to ensure that everyone has a clear understanding of our policies in order for our students to be academically successful this year.

#### HMS Attendance Policy

- It is imperative that students arrive to school on time. First period begins promptly at 8:45 a.m. After 8:45 a.m., **parents must come inside the school and sign their child in.**
- The latest that students may be checked out is **3:30 p.m. and this is strictly enforced.** The school day ends at **3:55 p.m.**
- When a student is absent from school or checked out early, a handwritten note or a medical doctor/dentist excuse must be provided **the first day he/she returns to school in order for the absence/early checkout to be excused.** Excuse notes will **not** be accepted after the first day students return to school.
- A handwritten note from a parent/guardian must include the following: student's first and last name and grade. Please do not use nicknames or middle names, as this can delay inputting the absence.
- A medical doctor's excuse will be required for all future absences after **three (3) handwritten notes** from a parent/guardian have been submitted.
- A medical doctor's excuse will be required for all future absences for students with more than **ten (10) days absent (excused or unexcused).**
- The **1<sup>st</sup>** attendance letter will be received for **three (3) or more unexcused absences or thirteen (13) unexcused tardies.**
- The **2<sup>nd</sup>** attendance letter will be received for **five (5) or more unexcused absences or fifteen (15) unexcused tardies** and a parent/guardian will have to meet with our counselor or social worker to complete an attendance contract.
- The **3<sup>rd</sup>** attendance letter will be received for **eight (8) or more unexcused absences or eighteen (18) unexcused tardies** and a parent/guardian will have to meet with a counselor or social worker and an administrator regarding the breach of the constructed attendance contract.
- Once a student reaches **ten (10) or more unexcused absences or twenty (20) or more unexcused tardies** the parent/guardian will be reported to the HCS BOE for a Truancy Intervention Meeting.
- All attendance policies and procedures are outlined in the HCS Student-Parent Handbook.

When learners miss school, they miss valuable instruction, which contributes to their success in each class. We do understand unforeseen circumstances may occur and which may result in absences and/or tardies. Our goal is to work collaboratively to ensure all of our students are academically successful. If you have any additional questions or concerns, please feel free to contact the school and we will gladly assist you.

Respectfully,  
Mr. Purvis R. Jackson  
Principal