



Hollis Brookline Middle School

25 Main Street, Hollis, NH 03049

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Absences - From the HBMS Student Handbook - Page 6 - 8

ABSENCES

If a student will be absent from school, the **parent or guardian is requested to call the school office (603-324-5997) or email the attendance line (hbms.attendance@sau41.org) prior to 7:45 am.** You may leave a message at any time in the general school mailbox. In your message, include the student's first and last name (please spell the last name) and the reason for their absence. The school will follow up with students for whom no calls have been received.

DISMISSAL

Dismissal from school requires written permission from the parent or guardian and must be given to the office before or during ROCK. **Parents/Guardians must come into the building to pick their child up for dismissal.**

TARDINESS

The school day at Hollis Brookline Middle School is from 7:35 a.m. to 2:20 p.m. on Monday. All students are expected to be seated in ROCK at 7:35 a.m. A student arriving at school on or after 7:35 a.m., shall report to the office to receive a tardy pass. Oversleeping and missing the bus are not considered excuses for tardiness. **Students must present a note from a parent/guardian if they wish for the tardy to be excused.** Students with tardies to school may receive a lunch detention after the 4th unexcused tardy. Tardies will be calculated on a quarterly basis and students will begin fresh in each quarter of the school year. Chronic tardiness may result in further disciplinary actions.

TRUANCY

Hollis Brookline Cooperative School Board policy (Policy JH) defines an excused absence. The school board considers the following to be excused absences:

- Illness
- Recovery from an accident
- Required court attendance
- Medical and dental appointments
- Death in the immediate family
- Observation or celebration of a religious holiday
- Such other good cause as may be acceptable to the Principal or permitted by law

Any absence that has not been excused for any of these reasons will be considered an unexcused absence.

Please note the following important attendance related procedural requirements at HBMS:

- A note from a medical provider is required when a student is absent for 5 or more consecutive days due to illness. The note must contain the specific dates to be excused. These absences are unexcused until an excusal note is received.
- Absences other than for illness during the school year are discouraged. The school principal or his/her designee may, however, grant special approval of absence for family vacations, provided written approval is given in advance. Parents are asked to write a note to their child's teacher at least two weeks before the trip, to allow the teacher enough time to work with parents and the student regarding homework completion.
- Student report cards will include notation of absences and times tardy.
- Administration reserves the right to request documentation related to student absences at any time. Documentation may include medical excusal notes, court documents or other related documents.
- Student attendance records are reviewed regularly. In situations where students are experiencing multiple absences, intervention plans are put in place. Strategies to assist students with improving their attendance may include, but are not limited to: attendance alert letter, parent phone call and/or conference, request for documentation, consideration of the need for additional/alternate services, meeting with the school resource officer, home visit, among others.

Please direct any attendance related questions to building administration.