

HOME STREET MIDDLE SCHOOL

Office Policies

To report an absence

- Call our attendance HOTLINE at 872-5122. Leave the students name, your name & relationship, date of absence, reason for absence and a contact phone number where you can be reached. An absence is considered unexcused until cleared with a phone call or note of explanation from the parent/guardian.

Tardies

- There will be NO excused tardies without a note from a Doctor or Dentist, or a note or phone call from a parent indicating that the student was at an appointment. All other tardies are considered unexcused and will eventually result in serving detention.

Homework requests

- If you need to request homework due to an absence please call first thing in the morning. This will give our teachers time to have it ready by 3:30 that day. We only provide homework if a student is absent for two or more days.

Messages to students

- WILL NOT be delivered during class instructional time. They will only be delivered at the END of each class period. If you need to excuse your child from school for an appointment or early dismissal, please call us before 9:00 a.m. or send a note with the student. They will need to obtain a dismiss pass from the office before 8:30 a.m. **We cannot guarantee messages being delivered after 12:00 pm. We highly encourage parents to communicate daily plans and schedules with their student before the school day begins.**

Picking up a student

- YOU must pick up your child by **coming into the office** and signing them out then signing them back in upon return. We will only release a student to an adult (other than the parent) when we are given a note of permission from his/her parent. Students will not be allowed to “wait out front”.

Off Campus Lunches

- Are not allowed unless the student is picked up and dropped off by his/her parent/guardian or another adult with written permission from students parent. ***If you are tardy from an off campus lunch it will be considered unexcused and detention will eventually be the consequence.***