

Attendance Hotline: 485-4888, available 24 hours

ARRIVAL AND DEPARTURE:

School begins at 8:30 a.m. and ends at 3:15 p.m. Students should not arrive before 7:55 a.m. and should depart campus by 3:45 p.m. unless involved in an approved before or after school activity. Disciplinary action may be taken against students consistently loitering on campus after 3:45 p.m. Students **arriving late to school** or **leaving campus early** **MUST** check into the Attendance Office. PARENTS - if you are checking your student out prior to the end of the school day, you must SIGN YOUR STUDENT OUT on the SIGN-OUT LOG in the ATTENDANCE OFFICE.

OFF CAMPUS PASSES:

Students who need to leave campus before 3:15 p.m. must get an Off Campus Pass from the Attendance Office. To obtain an Off Campus Pass, the student must have a note from their parent or have their parent phone the Attendance Office. Students must show the yellow Off Campus Pass slip to their teacher (class they will depart from) upon arrival to class. **Parents must come in to the Attendance Office to pick up and sign out students.**

OCIS CONTRACTS:

At BHMS, we believe there is no substitution for classroom instruction. However, if an absence from school for personal reasons cannot be avoided (**5 or more consecutive days**), please pick up an OCIS contract from the Attendance Office at least 5 days in advance of the absence. **Please note: Contracts will only be issued if a student will be absent for 5 or more consecutive days.**

Absent? Tell us why.....

CLEARING ABSENCES:

Please contact the Attendance Office by **2:00 p.m.** on the **day of your student's absence**. This will enable your student to report directly to class upon their return to school. ***If you are unable to contact the Attendance Office by 2:00 p.m. on the day of absence, your student will be called in to the Attendance Office at the end of the first period break to call parent to clear the absence. The student will then be given a Readmit back to class.*** You may call the Attendance Hotline (485-4888), escort your student to the window, or send them with a signed note indicating the reason for the absence.

****IMPORTANT INFORMATION:** Parent/Guardian **must** contact the Attendance Office by telephone or by sending a note with the student to the Attendance Office to clear absences **within five (5) days** of the student's absence. If not cleared within five (5) days, the student will be declared truant for the day/days absent & will be assigned a lunch detention. This information will then be recorded & included in the student's discipline file.

TARDINESS:

- ◆ **Students who arrive after 8:30 a.m. need to obtain a Readmit Slip from the Attendance Office prior to reporting to class.** Before a Readmit Slip can be issued, a parent should call the Attendance Office, or send a note with their student, to explain the reason for their student's late arrival. The student will be admitted to class, but the tardy will remain unexcused until parent notification is received.
- ◆ Students ***MORE THAN 30 MINUTES LATE*** are considered ***TRUANT*** and **MUST** bring a note or have a parent call the Attendance Office to excuse the tardy ***prior to his/her arrival at school***. A Lunch Detention will be assigned if the parent does not contact the Attendance Office before the student arrives at BHMS.
- ◆ Students are allowed **two (2)** first period tardies for personal reasons (not medical or dental) per quarter. Additional tardies will be considered excessive and will result in a detention assignment after school.
- ◆ On the **third (3rd)** unexcused tardy (i.e., a tardy without any excuse from parent, doctor, or dental), a Lunch Detention will be assigned by the Attendance Office. If the student does not attend Lunch Detention, an After-School Detention will be assigned by a school administrator. Not attending the After-School Detention will result in a Saturday School assignment.

