Brandon Koger
Principal

HOBBS MIDDLE SCHOOL

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Asst. Principal

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HMS Students and Parents/Guardians,

Did you know that no matter what age, good attendance will help your child do well in high school, college and at work? This letter is to let you know that you can make the difference in your child's education by ensuring that he or she is present on time each day. Our goal is that the school and you as the parent become partners in your child's education by stressing the importance of attendance and providing the necessary interventions for improved attendance.

In the Santa Rosa School District, as well as nationwide, chronic absenteeism is defined as 10% or more of instruction and/or days missed. An absentee rate of 10% or more can affect your child academically. Whether your child's absence is excused or unexcused your child is missing valuable instruction and losing the opportunity to learn.

To report an absence, you should call (850) 983-5630 on the day of absence or send in a note with your student upon return. Information regarding absences should be submitted by the parent or guardian of the student and should include: child's full legal name; date(s) of absence; reason for the absence; grade; and the full name of the parent or guardian. Pre-arranged absences must be made at least 2 days in advance, except in cases of emergencies (See Santa Rosa Code of Student Conduct for further information).

Regarding absences, note the following:

Any student in grades 6th – 8th is required to be in attendance 162 days per year in the 180-day school year. If a student accrues more than 19 absences within a school year, the student will be referred to the Multi-Tiered System of Supports (MTSS) team or the academic review committee at the school to determine whether the student shall be promoted.

Hobbs Middle School Truancy Procedures

1. **TIER I: INITIAL TRUANCY MEETING: Triggered at 5 unexcused absences in 30 days for the second time or 10 unexcused absences in 90 days for the first time.**
2. **TIER II: ATTENDANCE IMPROVEMENT DISCUSSION: Triggered at 5 unexcused absences in 30 days for the third time or 10 unexcused absences in 90 days for the second time.**
3. **TIER III: REFERRED TO SCHOOL SERVICES AND ADMINISTRATION: Triggered at 5 unexcused absences in 30 days for the fourth time or 10 unexcused absences in 90 days for the third time.**
4. **TIER IV: TRUANCY PETITION FILED: Triggered at 5 unexcused absences in 30 days for the fifth time or 10 unexcused absences in 90 days for the fourth time.**

- **Truancy Plans:** Active truancy plans resume the following school year. If your student is currently being monitored through a TMP, the conditions of that TMP remain.

Finally, Santa Rosa County Schools also have a late check-in and/or early check out policy. Students arriving after a school's designated start time are considered late to school and will receive a 'late to school check-in' coding. Students checking out of school prior to the end of the school's designated dismissal time will receive an 'early check-out' coding. Three (3) accumulated 'late to school check-in' or 'early check-outs' will equate to the student receiving one (1) unexcused absence.