

Harpool Middle School

Attendance Office – Stacy Goodwin Attendance Clerk 940.369.1707 or sgoodwin@dentonisd.org

Attendance Email Address for Absence Documentation hmsnotes@dentonisd.org

Ensuring our students are given every opportunity to be successful is a key component of Harpool Middle School thus attendance and timeliness are of utmost importance. Students should make every effort to be prompt and present, so each of our students can reach his/her fullest potential.

School begins promptly at 8:15am and ends at 3:35pm.

Absent from School:

1. You can email hmsnotes@dentonisd.org the morning of the absence or send a note to school within 72 hours of the student returning to campus.
2. Provide student name, reason for absence, date, and parent or guardian name reporting the absence. If a student is absent more than one day, please include all days in the email or note.
3. Harpool Middle School will allow 8 parent notes for the school year, any additional absences will require proper documentation such as medical, court, etc...
4. A phone call is NOT an acceptable form of reporting an absence.

Late to School:

1. Students arriving late to school must report directly to the front office, sign in and receive a pass to enter class.
2. An excused tardy is given for illness with a note from a parent/guardian or medical/dental appointment. Late school buses are not considered tardy.
3. An unexcused tardy is given for a missed bus, heavy traffic, oversleeping, or a reason which is unconfirmed by a parent/guardian.
4. A phone call is NOT an acceptable form of reporting late.
5. Students are to be in their classrooms/seats when the bell rings to begin the class period. Excessive tardiness may result in loss of tickets or detention. Habitual tardiness may result in other disciplinary action.

Early Release from School:

1. Parents must come into the office and provide proper identification to sign out their student. Students must sign in at the front office upon their return and receive a pass to class.
2. Students will not be called down early for an appointment. They will not be released from class until the parent/guardian has arrived.
3. Students who leave school without checking out properly will be marked unexcused and may face disciplinary action.

Please let the attendance office know if you have any additional questions.