

HUFFINES ATTENDANCE POLICIES

SCHOOL HOURS

School hours are 8:45 AM – 3:55 PM. (School doors open at 8:00 AM). Students who arrive after 8:45 AM will be counted as Unexcused Tardy.

REPORTING AN ABSENCE

If your child will be absent from school, please notify the office on the day of the absence by calling **469-713-5990 (Press option #1)**. If you are unable to notify us by phone, the student must bring a doctor's or parent's note to school the day they return. The student will be counted as Unexcused Absent until we receive a phone call or note.

ADMIT SLIPS

Please ask your child to report to the office the day he/she returns to school to obtain an admit slip. This will be needed to make up any missed tests or homework assignments.

MAKE-UP ASSIGNMENTS

If your child has been out for **three** or more days, you may contact Ms. Boyd in the office to obtain make-up assignments to be picked up after 4:00 PM.