

ATTENDANCE

When your child is absent, please call the school office at 240-566-9200. Urbana Middle School's policy is to contact parents daily by phone when your child is absent. We welcome your call, so we will not have to call you. When your child returns to school, please send a note to school stating the reason for absence. Phone contact does not substitute the written note required by policy. Attached is a form that includes the information we need to enter absences. Extra copies of the form are located in the office and on the school website. Always include child's first and last name, grade, and reason for absence.

Excused Absences: FCPS allows parents to write ten "parent notes" per school year for a student's absence due to illness. FCPS allows unlimited "doctor notes." If you are taking your student to be seen by a doctor (orthodontist, dentist, etc.) during school hours, please ask that doctor for a doctor note. If a student uses all of their ten parent notes, thereafter the student must supply a doctor note for any absence due to illness or the absence will be coded "unexcused." The school will notify the parent, in writing, when a student will be placed on doctor's notes.

Unexcused Absences: Per Board of Education Regulation No. 500-25: Students with more than 5 unlawful absences in any 9 week grading period will automatically fail for that grading period. When a student has reached three days or classes of unlawful absences in any marking period, the school will mail a certified letter to parents and guardians alerting them to the impending failure.

Latenesses: School begins at 8:00 am -- if your student arrives late, they must report to the office and sign in to receive a pass. Urbana Middle School tracks the number of late arrivals to school. When a child has reached in excess of five unexcused latenesses or a total of sixty minutes, an after-school detention may be required to make up the time. Parents will be contacted by phone or letter.