

### **Procedure for Early Dismissal**

Please send an early dismissal note with your child to give to the Homeroom teacher. The Homeroom teacher will then give your child an early dismissal pass to be excused from class at the time of the dismissal. This is extremely helpful because it elevates calling in the classroom to have the child dismissed or if they are in PE the teacher will not have the child change for class and send them to the **Counseling Center** at the time of their dismissal. If you make an appointment after your child leaves for school, you can also email [cwagner@hcpss.org](mailto:cwagner@hcpss.org) and we will update the information in the computer so the teacher is aware when taking classroom attendance.

Thank you so much for your help!

### **Procedure for Late Arrivals**

Students who are not in their classroom by 8:00AM **must** sign in at the **School Counseling Center** and receive a pass to take to their Homeroom teacher. If students are tardy 3 unexcused times in a marking period, they are referred to the Administration.

### **Procedure for Absences**

If your child is absent from school, please send a note to the Homeroom teacher the next day your child returns. Otherwise, the absence is considered unexcused. If your child is out for a long period of time due to sickness, please send a note from your child's doctor when your child returns to school.

Students receive (3) local discretionary days a year and there is a form on the Howard County website which can be downloaded and sent to the Principal for approval.