**What if…**

**Your child is absent from Harper Park?**
- Parents should call the Student Absentee Line (571) 252-2822 or email www.HPMSAbsentee@lcps.org and indicate that the student will be absent for the day. Please include parent's name, student's name, grade, reason for absence and date of absence in your message.
- If the school cannot be contacted, then the student should deliver a note from the parent or guardian explaining the absence.

**Your child arrives late to Harper Park?**
- If the student is late for any reason, the parent must:
  - send a note with the student, or
  - come in with the student, or
  - call the school to tell us the student is being dropped off.
- Students arriving late must:
  1. Stop at the Main Office to sign in and get a pass,
  2. Stop by the House Secretary and let her know they have arrived, and
  3. Show the pass to the teacher when entering class.

**Your child needs to ride a different p.m. bus for one day?**
- All bus notes must be presented to the House Secretary before homeroom. (Please do not rely on email as a valid form of permission.)
- Parent must send a written note requesting permission for student to ride a different bus or to accompany a “walker” to their home after school. The note should include:
  1. the date,
  2. your child’s name,
  3. the bus number,
  4. the name of the student with whom your child is riding or walking and
  5. a parent or guardian signature.

**Your child needs an early dismissal?**
- All early dismissal notes must be presented to the House Secretary before homeroom. (Please do not rely on email as a valid form of permission.)
- When an early dismissal is necessary, the parent should send a note to request an early dismissal from school. The note should include:
  1. the date,
  2. the student’s name,
  3. the time requested for the early dismissal,
  4. the reason for the dismissal, and
  5. the parent or guardian signature.

**Your child needs money in his/her lunch account?**
- Money may be added online by visiting www.lcpshealthycafe.org parent page. See ‘payment options.’
- Students may deposit money by taking cash or a personal check to the cafeteria prior to homeroom on any school day.

**Please note:** All visitors must have a valid photo ID to gain entry to the school during regular school hours.}

**BE THERE!**  **BE READY!**  **BE KIND!**