

## **HHS Absent to School Process**

When a student is absent, parents/guardians need to call the Absentee Call Line at **571-252--2802**, or send an e-mail to [hthabsentee@lcps.org](mailto:hthabsentee@lcps.org) for **EACH** day the child will be absent. Students *may* not report themselves absent, including students 18 years of age and older. For your convenience, the call line has a 24-hour answering machine. Please leave the following information when reporting the absence:

Student's name-spelling the last name

Your relationship to the student

Student's grade

Reason for the absence

If a parent/guardian forgets to call on the day of the absence, the school will call to inform you that your student has been reported absent. If this was just an oversight, please call the absentee line (571-252--2802), or send an e-mail ([hthabsentee@lcps.org](mailto:hthabsentee@lcps.org)) to leave a message with the above information. If for any reason, you feel that this is a mistake, and your student is at school, please call the main office at 571-252-2800.

## **Tardy to School Process**

**Students are expected to be on time to school and to their classes.** If you know that your student is going to be tardy, please call the absentee line at 571-252-2802. Students tardy to school due to doctor, dental or judicial appointments must bring a note from their doctor, dentist or have a note from the court when they check in at the attendance office. Otherwise it will count as an unexcused tardy and may result in disciplinary action.

After 3 unexcused tardies, the student will be given a warning and a notification will be sent to the parents. If a student has more than 5 unexcused tardies, they will serve a day of In-School-Restriction or may face additional consequences.

**Note: Administrators reserve the right to revoke parking privileges and/or early release, or to employ other consequences which might be more effective for dealing with tardiness.**

**\*Tardies Impact on Athletes and VHSL Participation and Other Extracurricular Activities and Events.**

In order to participate in an athletic activity or practice on any given day, athletes and managers *must* report to school by 9:30 a.m. and **MUST REMAIN IN SCHOOL THE ENTIRE DAY**. Exceptions may be made when a doctor, dentist or judicial note is provided stating that the athlete has been seen. **This also applies to Theatre productions.**

## **Early Dismissal Process**

Once a student enters school property, he or she is not to leave the property prior to the end of the school day without proper permission. A student wishing to leave school grounds must present a note signed by the parent/guardian to the attendance office prior to the start of the school day (or upon the student's initial arrival to school). Early dismissal notes will be verified by a connect-Ed call to the parents. This includes students 18 and over. The note must contain the reason for the early dismissal, the time of departure and the parent/guardian's signature and telephone number. The student is required to check out at the attendance office before leaving the building. Failure to check out prior to leaving will be considered truancy.

Parents are required to come into the school to check out their student. Only students who are drivers (and parking pass holders) can leave without a parent escort out of the building. The parents' dismissal request note must include this information. **For security purposes, and to cut down on classroom disruptions, dismissals will not be accepted over the phone except on an Emergency Basis such as a Dr. appointment or Court Hearing.** Documentation from the Dr. or Court will be required the next day to excuse the dismissal.

If a student is not feeling well, they should visit the school nurse who will assess the student and contact you for release if deemed necessary.

If someone other than the parent is coming to pick up a student i.e....sibling, grandparent, neighbor, etc., this information needs to be included in the dismissal note. We need to know the person's name and a valid ID will be required from that person. This includes anyone who is listed as the student's emergency contact.

If you have any questions regarding Attendance procedures please contact Angie Anderson, our Attendance Secretary, at 571-252-2800 or send an e-mail to [angie.anderson@lcps.org](mailto:angie.anderson@lcps.org).