

## HCPS Attendance Guidelines

Good attendance is a stepping stone to student success.

School Hours: 9:00 AM-3:55 PM

### **Reporting Absences**

Parents/guardians should call the school office the morning of the day their child is going to be absent. The office number is **804-501-3300**. All absences are considered unexcused unless the parent calls or sends a note and provides an excusable reason within 24 hours. Failure to contact the attendance office will result in an unexcused absence for your student. If a student misses 10 or more days of school for any reason, a physician's note may be required in order to excuse any further absences.

Excusable absence reasons include:

- Student Illness
- Family Illness that necessitates the absence of student
- Death in Family
- Special and recognized Religious Holidays

A request for an excused absence for a special occasion is subject to approval, in advance, by an administrator.

**All absences must be excused within 24 hours of the day missed.**

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### **Late Arrivals:**

All students are expected to be in the classroom at 9:00 AM. If a student arrives after 9:00 AM, he/she must report directly to the attendance office to sign in. All tardies are considered unexcused without one of the following: a note from the parent/guardian stating the excusable reason for the tardy, a professional note from a medical provider with the date and time of the appointment, a court appearance summons. A parent/guardian may accompany the student to the attendance office to sign in and provide an excusable reason for the tardy. Excusable tardy reasons include:

- Medical or court appointment
- Student or Family Illness
- Special and recognized Religious Holidays
- Other reason(s) approved by an administrator

Oversleeping, running family errands, car trouble and/or missing the bus are **not** excusable reasons for being tardy.

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### **Early Dismissals:**

For unavoidable situations that cannot be taken care of before or after school hours, students will be granted permission to leave school early if they have a note from a parent/guardian. All notes must be brought to the attendance office by 8:55 AM and must include the student's full name, the date and exact time for the dismissal, the reason for the early dismissal, and the full name, signature and phone number of the parent/guardian for verification. No requests for early dismissals will be taken over the telephone, by email or by fax.

If a student needs to be released early and does not have a note, a parent/guardian must come to the attendance office and present a photo identification to sign him/her out and then the student will be called from class. All students leaving school before 3:55 PM must sign out at the attendance office before leaving the building.

**No student will be released to any person who is not authorized to do so by the parent or guardian, under any circumstances.**