

## EARLY DISMISSALS:

**Outside of emergency/urgent circumstances, please avoid early dismissals after 2:30 p.m.**

**This allows us to keep our bus lot clear and doesn't interfere with dismissal procedures in our main office.**

Students who are going to leave early should bring a note from the parent to the main office on the morning of the dismissal, before class starts, simply stating:

- Student's name
- Grade of student
- Reason for leaving early
- Time to be picked up (Please only state the time of dismissal)
- Name of person picking student up, **if other than parent/guardian.**
- Parent / guardian signature

At the main office the student will be given a pink Early Dismissal Pass. Student's time of dismissal will be 5 minutes earlier than stated so the student has time to go to the locker, if necessary.

Students are expected to show the teacher the pass in the class that he/she will be leaving and bring the pass with him/her to the office.

**If it is a last minute doctor's appointment, please call the office at 410-647-7900 and let us know as soon possible so that we can arrange for your student to meet you in the office. We try very hard to not call students on the PA system during instructional time. Please explain the procedure to your student.**

The Parent/Guardian **MUST COME IN** to the Main Office and sign the student out. A picture ID must be provided to the secretary.

If the student is returning to school, he/she is to bring the pink pass back to the office to be signed back into school. The parent/guardian does not need to come back into the school.

## LATE ARRIVALS:

We ask parents to make every effort to ensure that their student arrives to school on time. Repeated lateness will result in a Counseling Center referral and a letter home.

Students that are late should bring a note stating the reason. Oversleeping and missing the bus are **unexcused lateness**. All students **without a note/parent** will be coded *unexcused*. Note should include:

- Student's name
- Grade of student
- Reason for being late
- Parent/guardian signature

Students that are late to school will do as follows:

- Enter school through the main entrance. Get a blue Late Pass from the main office.
- Provide Late Pass to the classroom teacher.