**HARMONY ELEMENTARY SCHOOL**

**TARDIES, ABSENCES AND DISMISSAL PROCEDURES FOR PARENTS/GUARDIANS**

**TARDIES:**

To minimize disruptions to the learning environment for all, students should **arrive before 8:30am, when classes are scheduled to begin.**

Any student arriving at 8:30am is tardy. A parent should accompany the child to the office to sign them in. The student will receive a pass before proceeding to the classroom.

**ABSENCES:**

It is the parent responsibility to send in a written excuse on the day the student returns back to school. Any make up work will be given by the teacher. Parents please be reminded that the teacher will need a days’ notice for all make up work.

**STUDENT DISMISSAL PROCEDURES:**

Each student should have a specified, regular routine for school dismissal (i.e. bus to home, bus to daycare, LEAP, and parent pickup). This routine should be established each year by the first day of school. **There will be no checkouts after 3:00pm each day.**

**PERMANENT CHANGE IN STUDENT’S DISMISSAL:**

If at any time your child’s personal data changes and permanently affects their dismissal routine (i.e. change of address, enrolled in daycare or ASK, etc), promptly send a **DETAILED NOTE** to the teacher with the updated information and effective date. **DETAILED NOTES-** should include the following information: **date, first and last names, teacher, ASK information, address of bus stop/bus number, full name of person that will pick student up, etc.** You may also stop by the office to complete a “student emergency contact form”.

**TEMPORARY CHANGE IN STUDENT’S USUAL DISMISSAL:**

It is important that parents adhere to a consistent routine. If a change must be made, please follow these guidelines:

* **Parents should send WRITTEN permission** with their student on or before the date of change.
* You may submit a **detailed note** for a particular day or for a chosen length of time.
* The teachers and the office should **receive ample notification** regarding your child’s dismissal.
* Do not send emails to the teacher regarding a student dismissal-email may not be checked.

**EARLY DISMISSAL:**

If your child must leave school early, send a note to school the day before or that morning.

All student s must first be signed out in the office by a parent or guardian **(always have a photo ID).** Your child will then be paged. Please plan ahead and arrive early enough to allow the office plenty of time to locate the student’s class. If your child is returning you will need to come to the office and sign them back in. **There will be not checkouts after 3:00pm each day.**

**PHONE CALLS:**

**Please refrain from making dismissal changes over the phone. A detailed note sent to the teacher is preferred, allowing us adequate time to organize changes.**

**REMEMBER, THESE PROCEDURES ARE FOR THE SAFETY OF YOUR CHILD.**