

In-Person Students: (paper notes will not be accepted at this time)

All Day Absences: Students missing the entire school day for in-person learning should send an email to HWMSFullDayAbsence@mcpsmd.org or Terri_L_Buck@mcpsmd.org within 3 days of the absence.

All emailed notes should include: Students first and last name, grade, ID number, reason for the absence, date of absence and a contact number of a parent.

If your student decides to stay home, but attend classes virtually, you should contact the teacher and let them know. They will record the attendance as VIRTUAL and you will receive a connect-ed call making you aware that they did not attend in person but are excused. You will not need to email a note if the student is attending class virtually.

Late Arrivals: Students arriving late for the day should have an emailed note sent to one of the above addresses in order for the late arrival to be excused. This note should be sent within 1 day of the late arrival. Students arriving late without an emailed note, will be marked unexcused tardy. We will sign the student in on behalf of the parent/guardian to maintain social distancing and to limit multiple surface contact.

All emailed notes should include: Students first and last name, grade, ID number, reason for the late arrival, date of absence, time of arrival and a contact number of a parent.

Early Departures: Students leaving early for the day should have an emailed note sent ahead of time to one of the above addresses. Please make sure to put the time leaving and we will have your student meet you out front. **Once a student leaves the building they will not be allowed back in the same day.** We will sign the student out on behalf of the parent/guardian to maintain social distancing and to limit multiple surface contact.

All emailed notes should include: Students first and last name, grade, ID number, reason for the absence, date of absence, time of departure and a contact number of a parent.

Making up Work from an Absence: A link has been placed on the HWMS website main page. The link is labeled "Live Virtual Lesson Absence Form" [Google Absence Form](#). This form should only be used when your student has made up assignments missed. Please make sure the date and periods are specified on the form.

Health Room: Parents will be called to pick up their ill students by the health tech and she will walk them to the door. We will sign the student out on behalf of the parent/guardian to maintain social distancing and to limit multiple surface contact. To follow covid 19 protocol, students leaving through the health room will not be able to return to school the same day.

Extended Leave/Travel:

The state guideline does not approve family travel as an approved absence. While we value the rich, cultural experience traveling gives our students, unfortunately travel for five (5) or more days, during the school year, regardless of the reason, is unexcused. As a result, we do not provide school work. All travel requests should be in writing to Dr. Woodward at least 2 weeks ahead of time.

Connect-Ed Automated Calls:

If you receive an automated call in regards to your student's absence, please check ParentVue to see which teacher marked your student absent. You will need to contact the teacher directly to have the absence corrected if it is an error.

Excused absences:

- Illness of student
- Death in immediate family
- Court summons
- Observance of Religious Holiday
- Work or Activity Accepted by School Authorities (*Must have prior administrative approval*)
- Suspension
- Hazardous weather conditions
- State Emergency

Unexcused absences:

- Caring for younger sibling/relative
- Vacationing/Trips out of Town
- Family Emergency (unless excused by an administrator)
- Overslept
- Passport
- Alarm failure