

Regarding PRES' Security System

When visiting the school, all visitors will need to come into the vestibule and press the CALL button located on the far right wall of the main entrance.

Please press the CALL button and wait for the click before opening the door. You may be asked to state your name and the purpose for your visit. Once we verify, we will unlock the door for you to enter the building. **Proceed to the front office to sign in and receive a nametag.** Please be sure to bring your driver's license with you.

When collecting your child for early dismissal please allow a few extra minutes to accommodate for this process.

Policy Reminder:

When a child is late to school, an adult must sign them in at the front office (failure to do so is not only a safety concern for young children, but will also result in the child's tardiness being coded as an unexcused absence).

We ask that the adult sign the student in, please - not the child.

Attendance Information

If your child is absent, please email your child's teacher with a **cc to Deb_McKee@hcpss.org** or you may send in a note with your child stating the reason for the absence when they return to school. Ms. McKee will adjust their attendance accordingly. **Please include the child's first and last name and the date(s) of the absence.** Thank you.

Howard County Attendance Policy:

Each child is allowed 3 discretionary absences per year. Please send in a note stating the reason for the absence and the 3 days will be recorded as excused discretionary days.

For absences in excess of 3 days, an "Extended/Discretionary Absence Form" should be submitted 2 weeks in advance. The principal, in consultation with the administrative directors, will determine if the absences will be lawful/excused or unlawful/unexcused.

Students with unlawful absences of 15 consecutive school days or more will be withdrawn from school and may be allowed to re-enroll, provided they meet enrollment requirements, upon their return.

Students returning from lawful absences have an equal number of days to complete make-up work. See Attendance Policy 9010 on the PRES Website.