

**TOP TEN REASONS  
TO BE ON TIME  
FOR SCHOOL**

1. Develops a good pattern that will follow your child into the adult world of work.
2. Starts the day on a positive note.
3. Decreases stress and anxiety.
4. Respects school rules.
5. Doesn't disrupt the classroom.
6. Promotes positive feelings about school.
7. Increases self-esteem.
8. Excellent permanent record.
9. Encourages consistent attendance.
10. Don't have to be concerned about consequences for tardies and dismissals in middle and high school. The pattern is set.



**Hamilton County Department of Education**

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**Hamilton County  
Student Services  
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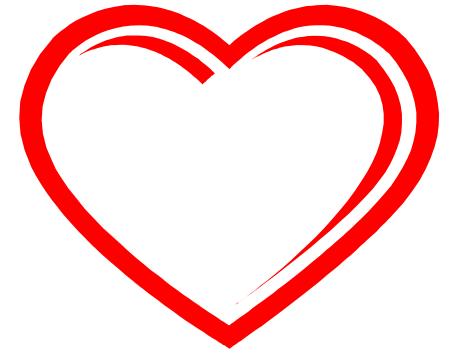
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**Hamilton County  
Department of Education**

**Tardy and Dismissal  
Brochure**



***School Social Workers***

***Compassion in Action***

HCDE  
School Social Workers  
want you to be  
informed:



**The Hamilton County Department of Education believes in the establishment of a tradition of regular school attendance for each student. This establishes the first step toward a successful academic career culminating in a high school diploma and is an essential concept for the job market.**



**Tardiness:**

Tardiness will not be tolerated as it consistently detracts from the time spent on task. Each interruption takes away from class concentration.

All students who arrive after your school's start time will be marked tardy. The student will not be allowed to enter the classroom without a tardy slip.

**Parents must accompany elementary students to the office and sign them in.**

Middle & high school students shall be marked tardy by the teacher for arriving late to individual classes during the school day.

Students and parents should understand that three tardies or early dismissals will be treated as one absence for report card purposes and for awarding the perfect attendance certificate.

**Early Dismissals:**

An early dismissal will be recorded as an absence, if the student leaves before 12:00. This time will vary from school to school, depending on your school's start time. Students must be present 1/2 day of school to be counted present for the day.

A request to have a student excused from class early should be sent with the student the morning of the dismissal. The time and reason should be included.

High school students can be signed out in advance. Students will be allowed to leave class at the time of the dismissal. They can be waiting for you at the attendance office. It will save you time and it is not necessary to disrupt the class.

**When possible, medical and dental appointments should be made after school.**

**Students should return to school after morning appointments.**