

Poolesville High School Attendance

Ms. Mary J. Fourcade
Attendance Secretary
301-972-7900

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The attendance desk is located in the main office.

ATTENDANCE POLICIES AND PROCEDURES

Poolesville High School sets high standards for student academic achievement. A strong component of this effort lies within our school attendance policies and procedures. These policies and procedures are listed below:

ABSENCE REPORTING PROCEDURE

It is not necessary to call the school when the student will be absent. However, in order for the absence to be excused, it must be *properly reported in writing within 3 school days* of a student's return to school. A note from the parent/guardian is necessary to explain the reason for any absence.

For your convenience, you may print an Attendance Note Form from the web page or you may write your own note with the required information. Blank attendance notes may also be obtained in the main office
www.montgomeryschoolsmd.org/schools/poolesvillehs/attendance_note.pdf

Notes must be **specific** and comply with MCPS and state regulations in order for the absence to be excused.

Non-specific reasons such as "Family Emergency" or "Personal Reasons" are not acceptable.

See: MCPS Student Guide to Rights and Responsibilities

See MCPS regulation:

www.montgomeryschoolsmd.org/departments/policy/pdf/jeara.pdf

Information required on the note should include the following:

- Date note is written
- Student Name and ID number
- Date of absence, late arrival, or early dismissal
- Parent/Guardian signature and day time phone numbers

The attendance secretary must receive the note within three (3) days of the student's return from an absence. Excuse notes brought in after the three-day deadline will not be accepted

A physician's note is required for any absence of five (5) or more consecutive days due to illness.

*A student upon reaching age 18 may sign their own notes only if they have completed the "Age of Majority" form available in the registrar's office and have it approved by the Administration.

LATE ARRIVAL PROCEDURE

Students arriving after the late bell (7:25am) must report to the main office for a pass from the attendance secretary. Students arriving 20 minutes late to any class are considered absent for the entire class.

EARLY DISMISSAL PROCEDURE

Students who wish to be excused from school at any time during the school day must bring in a note from their parent/guardian to the attendance secretary **before first period**. The note must include the reason for leaving, time of departure, expected time of return, and a phone number where a parent can be reached to verify the early departure. For security purposes, no student will be excused without a note.

Parents/guardians should make arrangements with students to meet them in the main office at the scheduled times. **STUDENTS WILL NOT BE "CALLED DOWN" TO THE OFFICE.**

Students must sign out in the main office before leaving school. Failure to sign out will result in an unexcused absence even with a note. If the student returns to school during the same day, he/she must sign back in through the attendance office.

Absences, other than for serious illness or emergency situations, cannot under county and state law, be honored by the school. By direction of Montgomery County and by Maryland state law, the administration has the right to question excessive absences by requiring professional notes, i.e. medical, court-initiated and other institutionally generated communications.

According to state and MCPS regulations, absences from school for the following reasons are lawful and shall be excused:

- Death in the *immediate* family (sibling, parent, grandparent)
- Illness of the student
- Medical/dental appointments
- Court summons
- Work or activity accepted by school authorities
- Observance of religious holiday
- Quarantine
- Physical and mental incapacity
- Violent storms
- State emergency

If a student is absent for all or a portion of the day, they may not participate in any extracurricular activities on that same day without prior administrative approval.

Students who accumulate more than ten school days of missed class time – even if excused – will receive an administrative letter requiring a professional note for all subsequent absences.

Three college visits per year are allowed for juniors and seniors, when requested in writing, five days in advance.

The staff of Poolesville High School wants you to be successful; and the first and most obvious ingredient is good attendance. We also recognize that there are some unique situations that require our consideration. We will do everything within our power to honor extenuating circumstances, while still retaining our high standards for attendance and academic achievement.

APPOINTMENTS REQUIRING TIME MISSED FROM SCHOOL

We ask that whenever possible, routine medical or dental appointments be made after school hours or on days where there is no school. Also, please pay careful attention to the school calendar when scheduling vacations and college visits, using times when school is not in session.

HEALTH ROOM

Students who feel ill during the day must report to the Health Room in order to be excused for early dismissal. Students dismissed from school by the Health Room technician or nurse must sign out through the attendance office. Upon departure, the student must present the Health Room dismissal slip to the attendance office.

ABSENCE CALLS HOME- CONNECT -ED

Students marked absent from one or more periods during the day will receive a telephone call from our automated notification system, Connect-Ed, the same day. Please contact the attendance secretary in the main office (301-972-7900) with any questions concerning Connect Ed notifications. Students should verify unexcused absences with their teachers before coming to the attendance office.

TRUANCY:

A student who is absent from school without lawful cause is considered truant. A referral to the Truancy Board will be made for student's whose unexcused absences exceed twenty (20) percent.