

Absences, Arrivals, and Dismissals

ABSENCES

Parents must notify the school to report a student's absence. If you know in advance that there will be an absence or lateness, a note should be sent to the teacher. Otherwise, call the school at 301-320-6510 between 8:25 and 9:15 a.m., or send an e-mail by 9:00 a.m. to [Cathleen F. Shaub@mcpsmd.org](mailto:Cathleen_F_Shaub@mcpsmd.org) or damara_dockery@mcpsmd.org.

After 9:25 a.m. office staff call home or work numbers to confirm the absence. This is to ensure the safety of our students. Students known to be ill or traveling will be checked only on the first day of an absence sequence. Please advise the Main Office and the School Nurse of any prolonged illness. Upon your child's return to school, please send a note to your child's teacher confirming the reason for the absence.

LATE ARRIVAL

Parents must call the school between 8:25 a.m. and 9:15 a.m. or email [Cathleen F. Shaub@mcpsmd.org](mailto:Cathleen_F_Shaub@mcpsmd.org) or damara_dockery@mcpsmd.org by 9:00 a.m. to report a student's lateness. When your child is arriving to school late for any reason:

- Please bring your child directly to the Main Office.
- Sign your child's arrival in the School Attendance Log
- Dismiss your child to walk to class alone (or ask a staff member to escort him/her if necessary).
- Please DO NOT escort your child to the classroom as it disrupts the class in progress.

EARLY DISMISSAL

Written notes are required to dismiss a child during the school day.

- Go directly to the Main Office.
- Ask the administrative staff to page your child's teacher and have your son/daughter dismissed to the office. We will not call for students from classrooms after 3:15 p.m. as it interferes with dismissal announcements.
- Students will only be dismissed from their classrooms when a parent or other responsible adult arrives in the office. We will not call students to come to the office prior to the arrival of the parent or other responsible adult. Our goal is to maximize classroom instructional time for each student.
- Sign your child out in the School Attendance Log.
- STUDENTS ARE DISMISSED FROM THE MAIN OFFICE ONLY.
- If you are picking up a child who is not feeling well, your child will already be waiting at the nurse's station located in the Main Office.

CHANGES IN DISMISSAL PLANS

Students must follow their normal dismissal plans unless the school is notified of a change. To notify the school, send a note to the teacher. If there is a change in dismissal plans because the child is going to a friend's home for a play date, two notes must be received: one from the "sending" family and one from the "receiving" family.

If plans for dismissal change during the day you must notify the office by sending an e-mail to [Cathleen F. Shaub@mcpsmd.org](mailto:Cathleen_F_Shaub@mcpsmd.org) or [damara dockery@mcpsmd.org](mailto:damara_dockery@mcpsmd.org) by 2:30 p.m. You will get a reply by 3:00 p.m. so you know your email has been received. On early dismissal days, send your email at least 1 hour before dismissal. You may also call the office at 301-320-6510 by 3:00 p.m. if your dismissal plans change. Please change dismissal plans in the middle of the day only in the event of an emergency. If you need to pick your child up before the normal dismissal, **please DO NOT go directly to the classroom to retrieve your child!** Follow this dismissal procedure: