



POOLESVILLE HIGH SCHOOL ATTENDANCE AGREEMENT

Daily attendance is crucial to student achievement and required in order to obtain mastery of material and receive credit for courses. The only excused absences recognized by the State of Maryland are: illness, death in the immediate family, court summons, and prior approval from the principal. You may not participate in extracurricular activities on a day that you have an unexcused absence. You are responsible for making up any work missed during an absence, regardless of the reason. Work with your teacher to complete make up work if the absence is excused or the result of a suspension. If the absence is unexcused, the teacher does not have to help you make up the work, give you a retest, or give an extension on work that was due.

1. I will be in class when the bell rings to signal the start of class and I will remain in class the whole period.
2. If I have been absent, I submit an excuse via email or written note to the attendance secretary in the main office within three (3) school days. Reasons must be specific (i.e. family emergency, personal reasons are not sufficient explanations). I understand that the absence remains unexcused if I do not bring a note with a valid reason to the attendance secretary within three days.
3. I understand that missing the school bus, missing a ride, and oversleeping are not excused absences. Family trips and vacations are also unexcused absences.
4. I understand that if I arrive late to school, I must report directly to the attendance office with an excuse explaining my lateness before going to class.
5. If I need to be dismissed from school early, I will report to the attendance office before first period to turn in a note and obtain a pass with permission for early dismissal (an email is also acceptable). I must report to the attendance office at the dismissal time and sign out before leaving the building.
6. If I leave school without permission or without signing out, it is an unexcused absence.
7. If I am not feeling well, I will obtain a pass from my teacher and report to the health room. The nurse/technician will contact my parent/guardian as necessary.
8. If I become ill during lunch and remain at home, I must have a parent or guardian call the main office before 2:10 PM of that day to report my absence. A written note or email is required upon return to school.
9. I understand that I will serve a detention for any unexcused absence.
10. If I have **3** unexcused absences, I will be warned of the possibility of failure by letter or email and referred to my counselor and administrator. The counselor/administrative team will consult with me and contact my parent/guardian to verify reasons for absences, and determine appropriate attendance interventions.
11. If I have **5** unexcused absences, I will be warned of the possibility of failure by letter or email and referred to my counselor and administrator:
 - o I need to submit an appeal of attendance if my parent/guardian believes that the absences were recorded incorrectly. Forms are available in the counseling office and on the PHS website.
 - o If the recording of absences is correct, I will work with my counsel to make an attendance intervention plan.
12. If I do not submit an appeal of attendance or an attendance intervention plan and continue to have unexcused absences, I am in danger of failing the course. Forms are available in the counseling office and on the PHS website.
13. I understand that 3 unexcused tardies equals one unexcused absence. A tardy is defined as "late to class".

Please make sure that the main office has current home and email addresses.