

When arriving late or departing early, students must.....

- Sign in and sign out in the Main Office at all times.
- Have a note/ send an email in order to leave school, with the exception of internships.
- Have a note/ send an email in order to leave school to do research for a school project .
- Have an email or a note if another individual is picking up your child. Students will only be released to individuals listed on the school Emergency Card.



Emergency Cards can now be accessed through the myMCPS Parent Portal. Please be sure to double check that all information (including email address) is entered correctly.

PHS Online Store-- check it out!

It's easy and convenient. Located on the home page of the PHS website under Quick Links. Create a profile for your child. You will be able to pay for cap and gown, testing, obligations and other fees related to school activities.

Access through the PHS website:<http://www.montgomeryschoolsmd.org/schools/poolesvillehs/>

Where can I find out what is happening at Poolesville High School?

- Visit our website and check the school calendar.
- Morning announcements can be received via email.
- The bulletin board located across from the Main Office and PTSA boards post current news.

Cell Phone Policy

Students are permitted to use cell phones before school, after school, at lunch, and in-between classes.

During class, cell phones should be turned off and out of sight unless otherwise directed to use by a staff member.

Please note: All visitors must check in at the Main Office. Please have your driver's license or other form of photo ID out and available for scanning.

Contact Us

Rhona _L_Bortnick@mcpsmd.org
Attendance Secretary

Teri_L_Gregg@mcpsmd.org
Main Office Secretary

240-740-2400
Attendance Voice Mail 240-740-2401

Visit us on the web:
www.montgomeryschoolsmd.org/schools/poolesvillehs/

PHS Guide

Main Office/ Attendance



Poolesville High School

17501 W. Willard Rd
Poolesville, MD 20837
240-740-2400

What are excused school absences?

- Doctor or dentist appointment
- Illness of the student
- Death in the immediate family
- Court summons
- Hazardous weather conditions
- State emergency
- Three college visits
- Scheduled driving test (in car)

What are unexcused school and extra-curricular absences?

- Oversleeping
- Missing the school bus or ride
- Car trouble
- Family trips and vacations
- Learners permit test

IF your child is participating in an extracurricular practice, rehearsal, or competition:

Student must return with official documentation. Prior to the extracurricular event students must return with official documentation (doctor's note, court document, MVA documentation) that they were seen the same day as the event. Documentation must be submitted to the attendance secretary the day of the event.

IF your child is **NOT** participating in an extra-curricular practice, rehearsal, or competition an attendance note with an excused reason must be turned in within 3 school days. Please make sure your child's full name and their student ID number, date(s) of the absence, and reason for the absence are included on the note.

IF your child is going to be absent for an extended period of time please contact a school administrator and your student's counselor.

Where is visitor parking?

Visitor parking is located in the stadium parking lot near the Science building and in the staff parking lot near the auditorium. Please do not park in numbered spaces.

How do I get items to my child?

We will not interrupt instruction. All items (within reason) are to be left on the Main Office bookshelves with the child's name.

Did you know?... If your child calls you because they are sick and would like to be picked up, instruct them to get a pass from their teacher to go to the Health Room. When you arrive, report to the main office and we will phone the Health Room to have your child sent down. Students who are ill **must** report to the Health Room prior to dismissal. They should not get on the bus if they are sick.

What do I do if.....

my child wakes up and is too sick to attend school?

- Send an email to the attendance and main office secretaries for each day your child is out. When your child returns to school no note will be necessary.
- Or, your child may bring a note within 3 days of the absence to the front office.

How do I pick up my child for an appointment scheduled during school hours?

- When your child arrives in the morning they should bring a note to the main office stating the time of departure. We will issue the student a pass to leave class at the specified time. Parents of ninth and tenth graders must come into the main office to sign out their child. Eleventh and twelfth graders must sign out in the main office before they leave for the appointment.
- If the student comes to school without a note, you must come in the main office to write a note and sign out your child. Please allow a **minimum** of 5 minutes for us to locate your child .

How do I drop off medicine for my child?

The Health Room is open 7:30-3:00.

The Health Room is closed for a 30 minute lunch during Period 6.

Contact info:240-740-2402