

2022-2023 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 include: illness, death in the immediate family, court summons, religious holiday, State emergency, suspension, hazardous weather conditions, lack of authorized transportation and prior approval from the principal.

Please note:

- Students may not participate in extracurricular activities on a day of an unexcused absence.
- Students are responsible for making up any work missed during an absence, *regardless of the reason*.
- Students should work with their teacher to complete make-up work if the absence is excused or the result of a suspension.
- If the absence is unexcused, the teacher will provide feedback on work or assessments missed, but the student may not receive credit.
- Students may be assigned a zero for any missed assignments or assessments due to an unexcused absence.

Student Attendance Agreements:

Students will...

- Be in class when the bell rings to signal the start of class and remain in class the whole period.
- Submit an excuse via email, Google form (on the PHS website) or written note, from a parent/guardian to the attendance secretary within three (3) school days if absent. Reasons must be specific (i.e. "family emergency", "personal reasons", etc. are not sufficient explanations).
- Understand that the absence remains unexcused if they do not bring a note with a valid reason to the attendance secretary within three days.
- If participating in an extracurricular practice, rehearsal or competition, must return with official documentation. A doctor's note, court document, MVA documentation, etc. must be submitted to the attendance secretary the day of the event.
- Understand that missing the school bus, missing a ride, and oversleeping are not excused absences.

Student Attendance Agreements Continued:

Students will...

- Understand that if arriving late to school, report directly to the attendance office to sign in before going to class.
- Understand that in order for tardiness to be excused, an attendance note with an excused reason within 3 school days must be turned in.
- If being dismissed from school early, 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).
- Report to the attendance office at the dismissal time and sign out before leaving the building.
- Understand it is an unexcused absence if leaving school without permission or without signing out.
- If not feeling well, obtain a pass from the teacher and report to the health room. The nurse/technician will contact parents/guardians as necessary.
- Have a parent or guardian call the main office before 2:10 PM of that day to report my absence if they become ill during lunch and remain at home.
- Understand that unexcused absences may result in academic or disciplinary consequences.
- Understand that excessive absences and/or tardies, both lawful and unlawful are accrued, or if a pattern of problematic absences develops, they may be referred to appropriate staff and/or outside agencies for appropriate intervention designed to increase regular attendance.