

**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.

Signatures on this document indicate student and parent/guardian agreement to uphold MCPS and Poolesville High School attendance policies, summarized below.

1. I will be in class when the bell rings to start class and I will remain in class the entire period.
2. I understand that if I arrive late to school, I must report directly to the security vestibule and scan a QR code with my phone. If I do not have a phone, I will report to the attendance secretary in the main office to sign in before going to class. In order to excuse my tardiness, I must turn in an attendance note with an excused reason within three days.
3. I understand that to leave school early, I must report to the attendance secretary in the main office with a note about my dismissal (parent/guardian may also email). I will receive a pass to show my teacher. I will sign out in the main office prior to leaving for the day.
4. I understand that MCPS designates the following reasons for absence as excused: 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. All other reasons for absences and tardies are not excused. Unexcused reasons include, but are not limited to, missing a ride, oversleeping, family trips, and vacations.
5. When I am absent, I will submit a written note from a parent/guardian within three school days. Or, my parent/guardian may email the attendance secretary within three school days. Correspondence must include the specific reason for the absence. The following reasons are not specific enough to excuse the absence: “family emergency,” “personal reasons,” “appointment.” **Absences are deemed unexcused until sufficient communication between home and school occurs.**
6. When I am absent, whether excused or not, I am responsible for making up missed work.  **If my absence is unexcused, I may receive a zero for any missed assignment or assessment.**
7. **If I have an unexcused absence, I am not permitted to participate that day in any extracurricular activities including sports practices and competitions, rehearsals, club meetings. In order to excuse an absence on the day of an event, official documentation (doctor’s note, court document, etc) must be submitted to the attendance secretary that day.**
8. If I have three unexcused absences, I will be warned of the possibility of failure and referred to my counselor and administrator. They will consult with me and contact my parents/guardians to verify the reasons for absences and determine appropriate attendance interventions. Continued unexcused absences will result in greater interventions and may result in course failure.

Student Name (print): Student ID:

Student Signature:

Parent/Guardian Signature:

***This document is available on the school website.***

*\*\*See reverse side for Technology Agreement*



**Poolesville High School Technology Code of Ethics**

Students are responsible for proper care of equipment and software. Students who intentionally misuse a computer or Chromebook, or who do not adhere to this code will receive appropriate disciplinary action, ranging from loss of privileges, restitution, police referral, and suspension or expulsion from school.

The following rules help ensure proper use of technology:

1. **MCPS technology is for educational purposes only.**
2. Illegal or unauthorized use of technology, including use of the network, will be reported to the teacher, administrator, or technical specialist immediately.
3. Malfunctions will be reported to the teacher or technical specialist.
4. Students will not

* use proxy servers to bypass MCPS network security;
* modify technology, including changing set up, disconnecting parts, removal of documentation, and introduction of parts;
* **damage or destroy MCPS technology;**
* remove MCPS technology from the school, other than the student’s issued Chromebook;
* give or receive unauthorized access to MCPS technology;
* use login credentials other than their own;
* copy, change, use, or transfer technology- including documents and files- unless authorized;
* use technology to annoy or harass others with language, images, threats, etc.

Student Name (print): Student ID:

Student Signature:

Parent/Guardian Signature:

***This document is available on the school website.***