



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 does not have to help students make up the work, give a retest, or give an extension on missed work.
 - Students may be assigned a zero for any missed assignments or assessments due to an unexcused absence.
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 will submit an excuse via email or written note, from my parent/guardian, to the attendance secretary in the main office within three (3) school days. Reasons must be specific (i.e. family emergency, appointment, 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. **If I am participating in an extracurricular practice, rehearsal or competition I 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.**
 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 to sign in before going to class.** I understand that in order for my tardiness to be excused I must turn in an attendance note with an excused reason within 3 school days.
 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, I understand 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. I will not call my parent/guardian on my own. I will go through the health room.
 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 unexcused absences may result in academic or disciplinary consequences.
 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:
 - 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.
 - If the recording of absences is correct, I will work with my counselor to create 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. If I have excessive absences and/or tardies, both lawful and unlawful, or if I demonstrate a pattern of absences, I may be referred to appropriate staff and/or outside agencies for appropriate intervention designed to increase regular attendance.

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

2019-2020

Student Signature

Date

Parent Signature

Date