

Absences, Late Arrivals, and Early Dismissals

Absences

Parents must notify the school to report a student's absence. If you know in advance that there will be an absence or lateness, a note should be sent to the teacher. Otherwise, call the school at (301) 320-6510 between 8:25 and 9:15 a.m., or send an e-mail by 9:00 a.m. to cathleen_f_shaub@mcpsmd.org or teresa_g_halabi@mcpsmd.org.

After 9:25 a.m. office staff call home or work numbers to confirm the absence. This procedure ensures the safety of our students. Students known to be ill or traveling will be checked only on the first day of an absence sequence. Please advise the Main Office and the School Nurse of any prolonged illness. Upon your child's return to school, please send a note to your child's teacher confirming the reason for the absence.

Late Arrival

Parents must call the school between 8:25 and 9:15 a.m. at (301) 320-6510 or email cathleen_f_shaub@mcpsmd.org or teresa_g_halabi@mcpsmd.org by 9:00 a.m. to report a student's lateness. This policy saves the administrative staff time that would otherwise be spent making phone calls. When your child is arriving to school late for any reason:

- 1) Bring your child directly to the Main Office.
- 2) Sign your child's arrival in the School Attendance Log.
- 3) Dismiss your child to walk to class alone (or ask a staff member to escort him/her, if necessary).
- 4) DO NOT escort your child to the classroom as it disrupts the class in progress.

Early Dismissal

Written notes are required to dismiss a child during the school day. Please go directly to the Main Office. DO NOT go to the classroom as it disrupts the class in progress.

Ask the administrative staff to page your child's teacher and have your son/daughter dismissed to the office. Sign your child out in the School Attendance Log.

Students will not be called from classrooms after 3:15 p.m. as it interferes with dismissal announcements. Also, students will only be dismissed from their classrooms when a parent or other responsible adult arrives in the office. We will not call students to come to the office prior to the arrival of the parent or other responsible adult.

If you are picking up a child who is not feeling well, your child will already be waiting at the nurse's station located in the Main Office.

Changes in Dismissal Plans

Students must follow their normal dismissal plans unless the school is notified of a change. To notify the school, send a note to the teacher. If there is a change in dismissal plans because the child is going to a friend's home for a play date, two notes must be received: one from the "sending" family and one from the "receiving" family.

If plans for dismissal change during the day, you must notify the office by sending an e-mail to cathleen_f_shaub@mcpsmd.org or teresa_g_halabi@mcpsmd.org by 2:30 p.m. You will get a reply by 3:00 p.m. so you know your email has been received. On early dismissal days, send your email at least 1 hour before dismissal. You may also call the office at (301) 320-6510 by 3:00 p.m. if your dismissal plans change. Please change dismissal plans in the middle of the day only in the event of an emergency.