



Potomac Falls High School Attendance Guidelines

SY 23-24

Introduction



Greetings Panther Parents, Guardians, and Students!

As we get ready to begin another year, this slide show will detail all the new guidelines and policies for attendance. In this presentation the following subjects will be covered.

- **Absences**
- **Tardies**
- **Early Dismissals**
- **Expectations**
- **County standards**

Absences

This year, attendance expectations will be closer to the pre-covid standard and as such the following absence policies will be in place.

To request that an absence be excused:

- **A parent/guardian written note,**
- **An absence request through ParentVue, or**
- **Email by parent/guardian from email on file**

Unexcused absences will be addressed based on the amount accumulated:

- **When 5 are accumulated a plan will be developed to encourage your student to attend school.**
- **When 10 have accumulated a conference will be scheduled to discuss further action**
- **If a student has 15 consecutive absences, they will be unenrolled.**

Tardies

Time in the classroom is essential for academic success. When students aren't in class, they are missing instruction that is critical for their ability to participate and complete assignments. The punctuality of our students is a vital attribute to develop for their eventual transition into the workforce.

If your student is going to be late (tardy) for school due to a commitment, appointment, or emergency, please let us know through one of the following methods.

- **ParentVue**
- **Email**
- **Handwritten note**

These are the only methods that will make a tardy excused

Early Dismissals

Early dismissals are an expected part of the school year. For one reason or another we understand that students will need to leave school early. However, in the interest of accountability and for the safety of our students we will be instituting changes in how early dismissals are requested and which ones will be accepted.

The following methods are the only forms that will be accepted for early dismissals with the exception of emergency situations.

- **Emails from the parent/guardian email that is on file**
- **Early dismissal request through ParentVue**
- **Handwritten notes from parent/guardian**
- **Coming into the school and filling out an early dismissal form**

Early Dismissals

NEW FOR 2023-2024:

- **All ParentVue requests must be submitted before 12pm. No ParentVue early dismissals after 12pm will be accepted.**
- **If you forget to submit a ParentVue request in the morning for a dismissal or circumstances not previously known require it. Please send an email with your child's full name, the time of the dismissal, and the reason.**
- **If it is an emergency or you do not have access to the internet phone calls are an option but verification details will be required to ensure the safety of the students.**

Early Dismissals

- **Except in emergency situations, early dismissals made within less than 30 minutes of the requested dismissal time will not be accepted. In addition “text pickups” will also no longer be allowed. A “text pickup” is a situation in which a student texts their parents/guardian to pick them up due to illness.**
- **If your child is sick they must request to see the nurse who will then determine whether or not they should be sent home. If your child requests you to pick them up due to boredom or sickness without nurse consultation, those reasons will not be accepted for early dismissal.**
- **In such cases if you want to pick up your child early you must come into the school and fill out an early dismissal form after presentation of I.D.**
- **If the nurse is not in or is otherwise unavailable, an email must be sent to James Kent (james.kent@lcps.org) from the email address on file.**

Things to Remember

- **All time related ParentVue requests whether about tardies or early dismissals must have a time included in the request. Tardies must have an expected arrival time and early dismissals must have an included dismissal time.**
- **Early dismissal requests without a time included will not be processed.**
- **Parents/Guardians: for the safety of the students only people who are listed as emergency contacts or release to individuals will be allowed to pick up students from school.**
- **Extended absence requests, if your child will be absent multiple consecutive days. You will need an extended absence form which can be requested at the attendance window. Extended absence forms require signatures from all the student's teachers and the Principal.**

Starting the School Year Strong

As we begin another scholastic year it is my hope that this information helps to start the year off strong.

- **If you have a special circumstance that requires regularly scheduled attendance requests, please talk to our Attendance Administrative Assistant, James Kent (james.kent@lcps.org) to make the arrangement and he will inform you when it is approved.**
- **Student attendance is critical for success both present and future. If you have any attendance questions you can reach out to our Attendance Administrative Assistant James Kent at (james.kent@lcps.org) or call the main office at (571) 434-3200.**