



Attendance

Copied from the AACPS Parent Handbook:

Attendance

To be successful, students must attend school regularly. Parents can encourage proper attendance by ensuring that their child:

- gets enough rest.
- eats a healthy breakfast.
- has adequate time to get to school.

Whenever your child is absent, you must provide a note of explanation to the school within three days of your child's return to school.

Absences due to illness in excess of five consecutive days require a physician's note.

You have the option to send in a handwritten note to school with your child or emailing absence notes directly to **Ms. June (jcalvert@mycsp.org)** for middle school and **Ms. O'Brien (aobrien@mycsp.org)** for high school.

Your child's absent note must include:

- Date of absence
- Student First and Last Name
- Grade level
- Reason for Absence

A student who is lawfully absent will be allowed to make up work within a reasonable number of days and will receive credit for that work. A student who is illegally absent will not be allowed to make up work. In certain cases, where extenuating circumstances exist, the principal may recommend awarding credit for those assignments. If your child is going to be out of school for an extended time, you should call the school immediately to make plans for instruction.

Students who are out of school for an extended time may be eligible to receive home and hospital instruction.

Lawful Causes of Absence (Only these reasons will be marked excused)

- Death in family
- Illness
- Religious holiday
- Court appearance
- Suspension
- State of emergency
- Hazardous weather conditions
- Work approved or sponsored by the school
- Lack of authorized transportation (excluding students suspended from bus for disciplinary reasons)
- A visit with a parent/guardian who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting
- Other emergencies or circumstances approved by the Superintendent
- Pregnant and parenting student needs

Tardiness

If your child arrives to school after 8:18 am, they must enter and sign in at the front desk and receive a tardy pass. Parents do not need to come in and sign in their children. In order for your child's tardiness to be excused, a note must be provided.

You have the option to send in a handwritten note to school with your child or emailing tardy notes directly to **Ms. June (jcalvert@mycsp.org) for middle school and Ms. O'Brien (aobrien@mycsp.org) for high school.** To be excused, the reason must be one of the options listed above.

Your child's tardy note must include:

- Date of absence
- Student First and Last Name
- Grade level
- Reason for Tardiness

Students are expected to be on time, in class and ready to start the day by **8:20 am**. We understand that unavoidable circumstances come up which is why we waive the first four with no consequence. Please keep in mind, students who are tardy to school more than four times within one quarter may receive Saturday detention.

In the event of inclement weather or accidents causing students to arrive late to school, all students are permitted to their first block without penalty.

Early Dismissal

To ensure the safety and security of all students and staff, we do not allow early dismissals after 2:30 pm or 12:30 pm on early dismissal days. If you need to change your child's afternoon dismissal plan or pick up your child early, please send an email by 12:00 pm to Ms. Green at cgreen@mycsp.org and copy Ms. O'Brien at aobrien@mycsp.org for high school, or Ms. June at jcalvert@mycsp.org for middle school.

If you want the early dismissal to be excused, you have the option to send in a handwritten note to school with your child or emailing early dismissal notes directly to Ms. June (jcalvert@mycsp.org) for middle school and Ms. O'Brien (aobrien@mycsp.org) for high school. To be excused, the reason must be one of the options listed above.

Your child's early dismissal note must include:

- Date of absence
- Student First and Last Name
- Grade level
- Reason for Early Dismissal

Students that Drive

If your child drives to school and needs to leave early for any reason, you must send an email to Ms. O'Brien at aobrien@mycsp.org and copy Ms. Green at cgreen@mycsp.org. Please be sure to include the following information:

- Date of absence
- Student First and Last Name
- Grade level
- Reason for Early Dismissal

Please note that we must also speak to the parent at the time of early dismissal. There must be a note and a conversation in order for the student to be dismissed early.

Last minute requests may not be honored.