

SCES Procedures for Absences, Late Arrival or Early Releases

If your child is late for school...

Take your child to the main office to sign them in. If a parent or guardian is unable to deliver the child personally, they must write and sign a note explaining the reason for the tardiness.

If your child needs to leave school early...

Write a note to be delivered to the teacher at the beginning of the school day. State the reason and time the child will be picked up. When you arrive at school, go to the front office to request your child, and the office personnel will contact the teacher for early release. Allow about 10 extra minutes for your child to reach the office for pickup.

If your child is sick or will be out of school for the day...

Call the main office at 301-562-2722 by 10:00 a.m., tell them your child's name, the teacher's name and the reason for the absence. You can request a packet of homework papers which can be picked up after 3:00 p.m. (or sent home with another child) if you make the request by 11:00 a.m.

On the day your child returns to school, you must submit a note to the teacher, signed by parent or guardian, stating the dates of absence and explaining the reason. Excused absences include: doctor's appointment, illness, death in the family, hazardous weather conditions that would endanger the health or well-being of the student, and observance of religious holidays.

If you want to alter your child's departure plans, for instance, allow your child to go home with someone else...

You must send a note to the teacher authorizing the person you name to pick up your child. Otherwise, a parent or guardian must go to the school to inform the school of this change of plans. **NOTE:** A phone call to the front office is not adequate to make a change in dismissal plans.

If you're not sure if school is open... Do not call SCES! Use these resources:

- MCPS telephone information service at **301-279-3673**
- MCPS Web page, www.mcps.k12.md.us
- MCPS Cable TV Channel 34
- Local radio and television stations

If schools are closed or delayed, an announcement to that effect is made no later than 6:00 a.m. (or the night before if possible). If schools are closing early, that announcement is made by 11:00 a.m. Weekend decisions on use of public facilities are made by the county's Interagency Coordinating Board, but the same list of media resources make the announcements.