

**Administrative Procedures for Policy #3005 (Students)
Regarding Student Attendance**

I. Guidelines

- A. Attendance directly affects the academic achievement of students. Students with excessive absences cannot fully profit from educational programs, student supports, and activities offered at school. Students are expected to attend classes regularly and promptly.
- B. Each child who resides in the State of Maryland and is five years old on or before September 1 of the current school year and under age 18 shall attend a public school regularly during the entire school year unless the child is otherwise receiving regular, thorough instruction during the school year in the studies usually taught in the public schools to children of the same age or the child is exempted under Maryland State Board of Education regulations which allow parents/guardians to:
 - 1. Apply for a home instruction (parental teaching) program as an alternative.
 - 2. Exempt a child who is 5 years old from mandatory school attendance for one year if the child's parent or guardian determines that a delay in school attendance is in the best interest of the child and the parent or guardian files a written request with the Director of Student Services for the Superintendent's/Designee's approval that the child's attendance be delayed due to the child's level of maturity.
 - 3. Exempt a child from attending kindergarten if the parent or guardian of the child files in writing their intent to place the child in an alternative setting and verifies that the child is enrolled full time in a licensed childcare center; full-time in a registered family day care home; or part-time in a Head Start 5-year-old program.

II. Definitions

- A. Chronically Absent – A year-to-date absence rate of 10% or more, including both lawful and unlawful absences
- B. Habitual Truant – A student who met ALL of the following criteria during the school year:
 - 1. The student was age 5 through 20.
 - 2. The student was enrolled in the Calvert County Public School System (CCPS) for 91 or more days.
 - 3. The student was unlawfully absent for 20% or more of the days of enrollment.
- C. Lawful Cause of Absence (COMAR 13A.08.01.03) – Absence from school, including absence for any portion of the day, of students who are presently enrolled in public schools shall be considered lawful only under the following conditions: death in the

immediate family; illness of the student; court summons; suspensions; state emergencies; hazardous weather conditions; extenuating circumstances; health exclusions; emergencies declared by the superintendent as sufficient cause of an absence; observance of a religious holiday; work approved or sponsored by the school, the Local School System or State Department of Education; and/or lack of authorized transportation. Lawful causes of absence are still documented as absences.

- D. Present/Absent/Partial Days – A student is “present” or “attending” if the student is attending an instructional program approved by the State, local school system, and/or school. This means a student is physically on school grounds or is participating in instruction or instruction-related activities and an approved off-grounds location. This may include work study programs, field trips, athletic events, contests, music festivals, student conferences/workshops, instruction for home bound students, and similar activities when officially authorized under policies of the Calvert County Board of Education. This does not include “making up” schoolwork at home, or activities supervised or sponsored by private groups or individuals. Lawful and unlawful absences are both counted as absences.
1. A student is reported for a full day of attendance if the student is attending an instructional program approved by the State, local school system, and/or school for greater than half of the school day.
 2. A student is “present” or “attending” for a partial day of attendance if the student is attending an instructional program approved by the State, local school system, and/or school for 10% to 50% of the school day.
 3. A student is “absent” or “not attending” if the student is not physically present on school grounds and not participating in instruction or instruction-related activities at an approved off-ground location for less than 10% of the school day.
- E. Tardiness/Early Dismissal – Students arriving to school after the start of the student day will be considered tardy. Students leaving early before the end of the school day will be counted as having an early dismissal.
- F. Truancy – A truant is a student (age 5 to 17) who is absent from school without lawful cause as defined by COMAR 13A.08.01.03 for a school day or a portion thereof.
- G. Unlawful Cause of Absence (COMAR 13A.08.01.04) – An absence, including absence for any portion of the day, for any reason other than those cited as lawful is presumed unlawful and may constitute truancy.

III. Family Vacations

- A. Vacations are not recognized as lawful absences in COMAR 13A.08.01.03. If a family anticipates that their child may miss school for a reason that is not defined as a lawful absence, the family should request approval of a lawful absence from the principal in writing and in advance of the absence with the following information: student’s name, grade, parent/guardian name, the reason for the absence, and a phone number where a parent/guardian can be reached. The principal has the authority to approve or deny the request for a lawful absence.

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IV. Standards for Regular Attendance and Penalties for Unmet Standards

A. The standard for regular attendance is the minimum requirement for student attendance. The actions taken when the standard is not met should reflect a continuum of consequences. School officials may waive these actions when they are aware of circumstances beyond the student's control, such as documented chronic illness.

1. ALL SCHOOLS (ELEMENTARY, MIDDLE, AND HIGH)

- a. Each school staff will positively encourage regular and prompt attendance.
- b. Report cards are considered appropriate notification of the number of student absences.
- c. School officials will notify parents when students are truant from school or cut classes.
- d. Students who accumulate a year-to-date absence rate of 10% or more, including both lawful and unlawful absences, will be considered chronically absent and may be required to provide notes from a physician for any absences thereafter.
- e. Students with excessive absences will be referred the Department of Student Services.
- f. Parents and school staff are encouraged to work cooperatively to ensure regular/daily attendance of students. Pupil Personnel Workers, school administrators, school counselors, school psychologists, and school nurses are also available to work with students and families who are experiencing unusual or extenuating circumstances.

2. ELEMENTARY SCHOOLS (GRADES K-5)

- a. Elementary school students who miss 20 or more days, lawful and unlawful, within the school year will be considered for retention.
- b. Parents/guardians of elementary school students will be notified in writing after students have accumulated 14 or more absences. Additionally, the principal may consider the following penalties:
 - 1) Verbal agreement or written contract with parent/guardian.
 - 2) Removal of school privileges.
 - 3) Restriction of school extracurricular activities; and/or
 - 4) Summer school attendance.

3. MIDDLE SCHOOL (GRADES 6-8)

- a. Students who miss 18 or more days, whether they are lawful or unlawful absences, in a school year will be considered for retention.

b. Parents of middle school students will be notified in writing after students have accumulated 12 or more absences. Additionally, the principal may consider the following penalties or actions:

- 1) Verbal and/or written contract with parent/guardian.
- 2) After-school detention.
- 3) Removal of school privileges.
- 4) Restriction of extracurricular activities; and/or
- 5) In-school suspension; and/or
- 6) Summer school attendance.

4. HIGH SCHOOL (GRADES 9-12)

a. Students who miss 16 or more days within the school year, whether they are lawful or unlawful absences, may receive no credit for courses taken regardless of their course grade average.

b. Students and parents will be notified after students have accumulated 10 or more absences from school and/or individual classes. The principal may also consider the following penalties or actions:

- 1) Denial of parking privileges.
- 2) After-school detention.
- 3) In-school suspension.
- 4) Removal of school privileges.
- 5) Restriction of extracurricular activities.
- 6) Written contracts or verbal agreements; and/or
- 7) Summer school attendance.

V. Procedures for Recording Lawful/Unlawful Absences, Tardiness and Early Dismissal

A. A student is counted present for a full day of attendance if the student is attending an instructional program approved by the State, local school system, and/or school for greater than half the school day.

B. A student is "present" or "attending" for a partial day of attendance if the student is attending an instructional program approved by the State, local school system, and/or school for 10% to 50% of the school day.

C. A student is "absent" or "not attending" if the student is not physically present on school grounds and not participating in instruction or instruction-related activities at an approved off-grounds location for less than 10% of the school day.

D. A student is counted "present" or "attending" if the student is attending an instructional program approved by the State, local school system, and/or school. This means a student is physically on school grounds or is participating in instruction or instruction-related activities at an approved off-grounds location. This may include work study

programs, field trips, athletic events, contests, music festivals, student conferences/workshops, instruction for home bound students, and similar activities when officially authorized under policies of the Calvert County Board of Education. It does not include “making up” schoolwork at home, or activities supervised or sponsored by private groups or individuals.

- E. Out-of-School Suspensions are lawful absences thereby providing students the opportunity to make up any work missed during the period of the suspension. It is the responsibility of the student to request missed work upon returning from the suspension.
- F. Lawful and unlawful absences are both counted as absences.

VI. Procedures to Monitor and Verify Absences/Tardiness

A. REPORTING ABSENCES

1. Recognizing the responsibility of administrators and teachers for developing and maintaining a system of recording and reporting student absences (lawful and unlawful), the following procedures are to be considered the minimum for each elementary, middle and high school:
 - a. A daily attendance record will be maintained by teachers of each student’s tardiness and/or absence from school or class.
 - b. A student’s tardiness and/or absence from school will be reported to the school office daily.
 - c. A student’s unlawful absence from an individual class will be recorded by the teacher and reported to the school office as appropriate.
 - d. Attendance information recorded on Report Cards will be considered appropriate notification to parents and students of the student’s absences.

VII. CONFIRMING/VERIFYING ABSENCE

- A. It is the responsibility of the parents/guardians to provide school authorities with verification of the reason for each student absence. Any absence not certified by the parent, guardian, physician, court or other appropriate person/agency will be considered unlawful.
 1. Students returning from absences without notes with appropriate signatures certifying lawful absences will be given three (3) school days to provide such certification. Absences not certified at the end of three (3) days will be considered unlawful. Absences for reasons that do not meet the criteria for excused absences will also be recorded as unlawful absences.
 2. Absences due to acute or life-threatening medical conditions: To ensure optimum safety of a student, medical documentation is required when a student returns to school after experiencing acute distress or a life-threatening condition. This medical documentation should include any safety precautions or measures that the school should take to ensure the welfare of the child.

Parents/guardians will be required to meet with the school nurse to discuss the student's health issues.

3. The school principal or designee may require a doctor's note for any student who is chronically absent from school.
4. Parents/guardians will be contacted when students are found to be truant from school or found to have cut class.
5. School officials will work with the Pupil Personnel Worker and other appropriate staff to intervene when students develop patterns of poor attendance or excessive absences. Intervention efforts include providing resources to families, referring families to local community agencies, etc.
6. A student 18 years of age or older and living independently of his/her parent/guardians may be considered emancipated and responsible for confirming and verifying absences. However, verification of emancipation must first be established by the Department of Student Services.

VIII. Waivers

- A. Any student with a chronic health condition or other serious problem may petition the school principal for a waiver of the attendance policy. This petition must be in writing and clearly state the reason(s) for the request. The student and parent/guardian must provide medical documentation or other evidence to support the request.
- B. If the request for a waiver is denied, an appeal may be filed with the Director of Student Services or his/her designee within five days of the principal's decision.

IX. Make-Up Work Requirements

- A. It is the responsibility of all students, whether the absence is lawful or unlawful, to obtain and to complete the work provided by each teacher. All make-up work will be graded in accordance with the regular classroom grading policy as long as it is completed within the established timeline. Generally, students will have one day to make up work for each day of absence.

X. Reward Process

- A. Each school will develop an incentive program to reward and encourage regular school attendance.
 1. EXEMPLARY ATTENDANCE
 - a. All school principals will recognize exemplary attendance.
 - b. Reward and incentive programs in all schools are encouraged. Exemplary attendance is defined as five or fewer absences during the school year.

XI. Information Dissemination

- A. The principal of each school will take the necessary steps to ensure that parents, students, and staff members are aware of the student attendance policy and procedures. Methods for disseminating policy information might include:
 1. Explaining it to staff members at a meeting.

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2. Publishing a summary for all parents/guardians.
3. Encouraging teachers to discuss the policy with students.
4. Discussing it at PTA/PTSA meeting.
5. Publishing a summary in school newsletters or student newspapers; and/or
6. Having a copy of the complete policy and procedures available in the school library and other public locations.