



STUDENTS

RULE 5120

I. Attendance and Excuses

- A. Regular school attendance has a positive effect on learning and helps to establish habits necessary for responsible adulthood. Therefore, it is important that all schools give special emphasis to implementing and communicating to parents and students the attendance policy as stated in the *Student Handbook*.

II. Absences

- A. A student absent from school shall present a note immediately upon return to school.
1. The note, signed by the parent/guardian, shall include the name of the student, the date of, and the reason for the absence.
 2. Upon receipt of the absence note, the school will certify the absence as excused or unexcused.
 3. Absences not supported by a note will be considered unexcused and unlawful.
 4. If a student is absent for an extended period of time because of illness, a written statement of explanation may be required from the physician on the day of the student's return to class.
 5. Students missing 20% or more of the class days within each grading period are subject to a failing classwork grade.
 6. Unexcused absences, 10% or more, will result in failure for that marking period.
 7. Yearly exemplary attendance is a final attendance rate of 96% or more with no unlawful absences.

III. Excuses

- A. Make-up work

1. Students are expected to assume the responsibility for maintaining the continuity of learning regardless of the reason for absence.
2. Teachers will assist students in making up missed work for excused absences whenever possible.
3. Teachers may assist the student in making up work missed for unexcused absences, although this will not negate the mandatory failure for the marking period.

B. Absences

1. Lawful Absence Codes:
 - a. Absence from school shall be considered lawful only under the following conditions:
 - b. 01 - Death in the immediate family
 - c. 02 - Illness of the student
 - (1) The principal shall require a physician's certificate from the parent or guardian of a child reported continuously absent from illness.
 - d. 04 - Court Summons
 - e. 07 - Violent weather
 - (1) Violent weather shall be interpreted to mean only such conditions as would endanger the health or safety of the child in transit to and from school.
 - f. 08 - School related or approved work
 - (1) Work or activity approved or sponsored by the school, the local school system, or the State Education agency, accepted by the local superintendent of schools or the school principal, or persons duly authorized by the superintendent or principal, as reason for excusing the pupil.

- g. 09 - Observance of a religious holiday
- h. 10 - State Emergency
- i. 13 - Other emergency or set of circumstances which, in the judgment of the superintendent or designee, constitutes a good and sufficient cause for absence from school.
- j. 18 - Suspension
- k. 19 - Lack of authorized transportation - Shall not include student denied authorized transportation for disciplinary reasons

2. Unlawful Absence Codes:

- a. An absence for any other reason other than for those cited as lawful are presumed as unlawful and may constitute truancy
 - (1) 20 - Truancy
 - (2) 21 - Other unlawful absences

3. Excused Absence:

- a. The Maryland School Attendance Law also allows that: “A county superintendent, school principal, or an individual authorized by the county superintendent or principal may excuse a student for a necessary absence.”

IV. Accountability

- A. The Board of Education of Baltimore County (Board) will hold parents accountable under the Maryland Compulsory Attendance Law as outlined in the Pupil Services Manual.

Rule

Superintendent of Schools

Approved: 7/14/83

Revised: 5/15/90

Revised: 1/13/09