ATTENDANCE POLICY

Purpose
To define the school system student attendance policy

Definitions
Lawful Absence - Students presently enrolled in public schools are considered lawfully absent from school, including absence for any portion of the day, only under specific conditions as indicated in COMAR 13A.08.01.03 and in policy regulations.

Unlawful Absence - An absence, including absence for any portion of the day, for any reason other than those cited as lawful is presumed to be unlawful and may constitute truancy.

Truancy – The failure of a student to attend school as required by law, without lawful cause for absence.

Tardy – The failure of the student to be present in school at the prescribed time or the failure of the student to be present in a class at the time prescribed to begin instruction.

Full day - A student in attendance for four (4) hours or more of the school day.

Half day - A student in attendance for at least two (2) hours of the school day but less than four (4) hours.

Partial Day - A student scheduled for less than a full day is to be counted present based on the amount of time he/she is scheduled (see Maryland Student Records Manual).

Policy Statement
Regular school attendance is expected of all students in the Allegany County Public Schools. School attendance is directly related to school achievement. In order to maximize academic achievement, there must be a unified effort by all school staff, parents, students, and the community to improve overall school attendance. School administrators, teachers, and support staff are expected to make all reasonable attempts to assist students and parents in addressing those factors which cause students to be absent from school.

Legal Reference

Policy History

| Adopted | Reviewed May 9, 1995 | Revised June 8, 1999, 1st Reading
| July 1, 2000, 2nd Reading
| May 13, 2008, 1st Reading
| June 10, 2008, 2nd Reading
| March 21, 2017, 1st Reading
| April 11, 2017, 2nd Reading |