

## **WESTERN TECH ATTENDANCE RULES & PROCEDURES**

**Official MSDE Attendance Rules** (Excerpts from *2008 Maryland Student Records System Manual*, page C-3):

- **Students scheduled for a Full Day**

A student is counted present for a full day if the student is in attendance four hours or more of the school day. A student is counted present for ½ day if in attendance for at least two hours of the school day, but less than four hours.

- **Students scheduled for a 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. *Example: A student scheduled for a two-hour block of time will be counted present for a full day if the student is in attendance for that entire block of time. If the student is absent for that entire block of time, the student will be counted absent for a full day. A student scheduled for a two hour block of time will be counted present for ½ day if the student is in attendance for one hour.*

A student is counted present if at school or at another place at a school activity sponsored by the school and personally supervised by a member(s) of the school staff. This may include authorized independent study, work-study programs, field trips, athletic events, contests, music festivals, student conventions, instruction for homebound students, and similar activities when officially authorized under policies of the local school board. It does not include “making up” school work at home, or activities supervised or sponsored by private groups or individuals.

### **BCPS Attendance (Excerpts from BCPS Policy and Rule 5120: Students: Enrollment and Attendance):**

- Students are expected to maintain satisfactory attendance at the state standard of 94%.
- In order to foster a continuity of the instructional program, students should not exceed an absence rate of 10% in a given quarter.
- A student absent from school shall present a note immediately upon return to school.
  - The note signed by the parent/guardian, which includes the name of the student, the date of, and the reason for the absence no later than five day’s after the student’s return to school.
  - Upon receipt of the absence note, the school will certify the absence as excused or unexcused.
  - Absences or tardiness not supported by a note will be considered unexcused and unlawful.
  - If a student is absent for an extended period of time due to illness, a written statement of explanation may be required from the physician no later than five days after the student’s return to school.
- Make-Up Work
  - It is the responsibility of the student or his/her parent/guardian to request missed assignments for each lawful absence.
  - Teachers will assist students making up missed work for excused absences.
  - Students absent for unlawful reasons are not entitled to make-up work.

### **Early Dismissals:**

- If a student needs to leave school early, he or she must bring a note from a parent/guardian to the main office and receive an early dismissal slip.
- The parent/guardian will be called to verify the student's early dismissal. Please be sure that the note contains a phone number where the parent/guardian can be reached to verify the early dismissal.
- At the dismissal time, a parent/guardian must sign the student out in the main office.

### **Punctuality:**

- If the school bus is late, it is not the fault of the student, and he or she will receive a late bus pass to bring to his or her teacher.
- The parent drop-off is the loop around the gymnasium, not the bus circle or the Faculty/Staff parking lot.
- Tardy students need to sign in at the attendance cart or the front office and get a pink late pass to be given to his or her teacher.
- Students with frequent tardiness will be subject to an administrative detention and/or Tuesday detention.

### **After School:**

- Bus Riders: When the 2:05 p.m. bell rings, students should report to their buses quickly. They will need to know their bus number.
- Waiting: If a student is still waiting for a ride after 2:30 p.m., he or she must wait outside.
- With Teachers: Some students stay after with a teacher for a meeting, coach class, or for extra work. For safety reasons, students may not wander the halls, and must stay under the direct supervision of that teacher or coach until finished. At the conclusion of the activity, students must promptly exit the building.

### **Delayed Openings:**

- If school is opened late due to weather, the decision comes from BCPS, and should be available on the [BCPS website](#), BCPS APP, or 1090 AM by 5:30 a.m., if possible. Please DO NOT call Western Tech.
- The one- or two-hour delay class schedule can be located on our school's website.

### **Administrative Detention:**

- Detention will run from 2:15 to 3:15 pm or 2:15 to 5:15 pm depending on the seriousness of the infraction. Examples of infractions include cell phone violation, academic dishonesty, truancy, and repeated lateness to school.