

# Western School of Technology and Environmental Science

443-809-0840

100 Kenwood Avenue Baltimore, Maryland 21228

Fax: 443-809-1024

## ATTENDANCE EXPECTATIONS & PROCEDURES

According to the [2020 Maryland Student Records System Manual](#), a **student is counted present if at school** or at a school activity sponsored by the school and personally supervised by a member of the school staff; this includes 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 sponsored by private groups or individuals

**Western Tech students are expected to maintain satisfactory attendance at the state standard of 94%** as required per the [special permission transfer contract](#). To foster a continuity of the instructional program, students should not exceed an absence rate of 10% in a given quarter

### Western Tech Absence Procedures (from Rule 5120)

- A student absent from school **shall present a note to the main office within 5 days** of return to school. The absence note may be submitted in person or by e-mail to the attendance secretary (cmazurek@bcps.org)
  - The note **must be signed by the parent/guardian and must include the name of the student, the date of, and the reason** for the absence. The school will certify the absence as excused (lawful) or unexcused (unlawful)
  - If a **student is absent for an extended period of time** (3 consecutive days or more) **due to illness, a written statement of explanation will be required from the physician** no later than five days after the student’s return to school. *The school administration may require a physician’s certificate from the parent of a student reported continuously absent for illness*
  - If a **student is hospitalized for medical reasons, the parent or guardian should contact the school nurse** prior to the return to school.
  - If a **student is hospitalized for mental health reasons, the parent or guardian must contact the student’s assigned counselor** prior to the student’s return to school
  - If a **student is unlawfully absent (for any length of time) teachers are not required to provide make-up work**, virtual learning, access to assignments, or instruction during or for the absence

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## Western Tech Tardiness Definition & Procedure

**Students reporting late to school (or are not in their classrooms by 7:30 a.m.) are considered tardy.** Western Tech students are expected to maintain an accumulated tardiness rate of less than 6% as required per the [special permission transfer contract](#)

- **Students who are tardy to school must sign in at the late desk or the front office.**  
The student will receive a pass to provide to their teacher for admittance to class
- Students with **frequent tardiness** (3 or more unlawful latenesses within 1 marking period) will be subject to **administrative detention(s)** or Tuesday detention(s)
- Students riding the school bus will be counted as excused tardy if the bus is late. They should sign in at the late desk to ensure their attendance is properly recorded
- **Students who are tardy to class** throughout the school day will receive a teacher consequence. Students who are chronically late to class are subject to a referral and administrative consequence.

## Western Tech Early Dismissal Procedure

- If a student needs **to leave school early, he or she must bring a physical note** from a parent/guardian to the main office and receive an early dismissal slip from the front office. The note must be signed by the parent or guardian and must include the name of student, date and time of dismissal, the authorized person who will pick up the student, and a phone number where the parent/guardian can be reached for verification
- If the **authorized pick-up person is not listed on the student's contact sheet**, the parent/guardian will be called to verify the student's early dismissal.
- At the dismissal time, **the parent/guardian/authorized pick-up person must present identification and sign the student out in the main office**

## Western Tech Dismissal Procedure

- **Bus Riders:** When the 2:15 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 2:45 p.m., he or she must wait outside
- **After School Activities: Students who stay afterschool with a teacher for a meeting, sport, or coach class must stay under the direct supervision of that teacher or coach** until finished. For safety reasons, students may not wander the halls, and 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 at [www.bcps.org](http://www.bcps.org), 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 in the Success Guide and on the [Western Tech website](#)
- Students who have a partial day schedule are still required to attend school as indicated by the delayed opening schedule