

ATTENDANCE POLICY AND PROCEDURES

PROCEDURES:

ALWAYS LET US KNOW WHEN A STUDENT WILL NOT BE IN SCHOOL. THIS IS A SAFETY ISSUE.

Absent or Tardy –

- Call the attendance line (301-320-6534) to report that the student will be absent or late.
- When the student returns to school they must have a NOTE with their name, grade, date, reason for absence or tardiness and the signature of a parent/guardian.
- Tardy students must sign-in in the main office with their note.
- Absent students should bring a note, stating the reason for their absence upon their return, to the main office before the school day begins.

Early Dismissal –

- To be dismissed early or for a portion of the day, the student must bring a note stating their name, grade, date, reason for and TIME OF the early dismissal, to the main office BEFORE the beginning of the school day. A hall pass will be issued to the student.
- This note must be signed by a parent/guardian.
- The person picking up the student must come into the main office to sign out the student.
- **NO STUDENT WILL BE RELEASED TO AN ADULT THAT IS NOT AUTHORIZED IN WRITING TO PICK UP THE STUDENT.** A photo ID is required.
- All students must sign out in the main office if leaving the school before the final bell.

POLICY:

There is a direct relationship between school attendance and student achievement. Students are to attend every scheduled class, on time, each day unless there is a legitimate reason for an absence. Classes begin each day at 7:54 a.m. and end at 2:40 p.m.

Lawful reasons for student absence are:

- certified illness of the student,
- physical and mental incapacity,
- court summons,
- religious holiday,
- work or activity accepted by school authorities, and
- death in the immediate family.

Vacations are not an excused absence. The principal may issue an exception if there are extraordinary circumstances for the absence. Administrators may approve absences at least one week in advance of an absence. It is the student's responsibility to gather any assignments they will be missing under these circumstances.

A physician's note is REQUIRED if a student is absent 5 days or more.

Parents/guardians should call the attendance line at 301-320-6534 anytime a student will be late or absent from school. An answering machine is available to take a message, please leave one. Daily absence or tardiness should be reported by 8:00 a.m. the day of the absence. Any student that is late or absent MUST bring a note from a parent/guardian to the Attendance Secretary in the Main Office upon returning to school.

The Maryland State Department of Education, *Maryland Student Records System Manual*, has revised its definition of full and half-day attendance. Therefore, *"a student is counted present for a full day if the student is in attendance four (4) hours or more of the school day. A student is counted present for ½ day if in attendance for at least two (2) hours of the school day, but less than four (4) hours.*

All information concerning attendance policies and procedures and a sample absence note, which can be downloaded, can be accessed at: <http://www.montgomeryschoolsmd.org/schools/westlandms/>, or <http://westlandpta.windwebworks.com>.

ATTENDANCE NOTE

Westland Middle School



(Please **PRINT**)

Student Name/Grade: _____

Date: _____

Date(s) of Absence/Tardy/Early Dismissal: _____

Reason: _____

Phone Numbers: Daytime: _____

Cell: _____ Evening: _____

Adult/Authorized Person's Name: _____

Please Print

Signature: _____

For Office Use Only

Date submitted: _____

____ Excused: _____

____ Unexcused: _____

Parent Contact: _____

For additional information on the MCPS attendance procedures and policies, visit <http://www.mcsp.k12md.us/> or call/email the attendance secretary at 301-320-6534 or [Patricia M Long@mcpsmd.org](mailto:Patricia_M_Long@mcpsmd.org)