

# B-CC Attendance

## Policies and Procedures

240-740-0409

### **Attendance Notes must include:**

- Student Name, ID number, Grade
- Reasons for absence
- Parent Signature
- Daytime phone number
- Scanned documents or photos of written notes with signature are accepted

### Tardiness, Unexcused absence and Loss of Credit

- 3 unexcused tardies equal one unexcused absence
- 5 unexcused absences can result in loss of credit

### Late Arrival

- Student must sign in.

### Early Departures

- Student must have a note from parent/guardian stating student I.D., reason, date and time of departure.
- Student must take the note to the attendance office in the morning, prior to leaving.
- Student must sign out.

### Full Day-Absences

- When a student returns to school from an all-day absence, s/he must bring a note to the attendance office within 3 school days.

### MCPS Excused Absences

1. Death in Family
2. Illness of student (doctor's note required after 5 days)
3. Court summons (proof required)
4. Medical appointments
5. Suspension
6. Observance of religious holiday
7. State emergency

8. Authorized activity approved in advance
9. Violent/hazardous weather
10. Lack of MCPS transportation

Other

- Vacations are not excused absences.
- Attendance is taken in each period. An automated calling system notifies parents if a student is unexcused from any period of the day.
- No phone calls necessary when students are absent. Bring in a note upon returning to school.
- All absences are considered unexcused until a student presents a note, signed by his or her parent, to the attendance office. The student is responsible for carrying out this procedure. Whenever possible, use the B-CC Attendance Note.