

# **Policy** \_\_\_\_\_ **Board of Education of Caroline County**

Title: Student Attendance

Reference: III.30.10

## I. Purpose

The Caroline County Board of Education requires that all students in Caroline County Public Schools be present in school for the benefit of the students, their parents, and the community.

## II. Policy Statement

The process of education requires continuity of instruction, classroom participation, learning experiences, and study in order to maximize the educational benefits for each child. Schools cannot teach students who are not present. Consequently, students who miss school will have difficulty achieving academic success.

The Caroline County Board of Education believes that the process of education requires a partnership with family and community. The Policy on Parent Involvement stresses the obligation of parents to see that their children attend school regularly and on time (Policy XI.110.10). Those parents who do not fulfill this obligation may be charged in District Court with violating the compulsory attendance laws of the State of Maryland.

## III. Rationale

Each local school system must have a student attendance policy that contains certain elements outlined in COMAR 13A.08.01.05.

## IV. Definitions

- A. School Day: a day identified by Caroline County Public Schools for student attendance for learning.
- B. Present: A student is considered in attendance at school when participating in approved school-sponsored activities, on or off campus, during the school day.
- C. Present Full Day: A student is counted present if the student is present for greater than 50% of the school day.
- D. Present Half Day: A student is counted present for 1/2 day if the student is in attendance between 10% - 50% of the school day.

- E. Absent: A student is considered absent when not physically present on school grounds and/or not participating in instruction or instruction-related activities at an approved off-grounds location for less than 10% of the school day.
- F. Academic Year: The State of Maryland determines the minimum length of the academic year for students.
- G. Compulsory Attendance: With certain exceptions, all children between 5 and 16 years of age are required to attend a public school regularly during the entire school year. As of July 1, 2015, the age of required attendance will be between 5 and 17. As of July 1, 2017, the age of required attendance will be between 5 and 18. (Annotated Code of Maryland, 7-301)
- H. Lawful Absences: Students are considered lawfully absent from school only under the conditions defined in COMAR 13A.08.01.03.03.
- I. Satisfactory Attendance: According to the standards set by the Maryland State Department of Education, students with satisfactory attendance have ten (10) or fewer absences per school year.
- J. Truants: Students who are unlawfully absent from school for a school day or any portion of a school day are truants. Habitual truants are students who are unlawfully absent in excess of 20 percent of the school days within any marking period, semester, or year.

V. Implementation Guidelines

- A. The Superintendent will develop appropriate guidelines for the administration of this policy. These guidelines will be publicized to parents, students, staff and community.
- B. Tardy and early dismissal are lawful or unlawful as set forth in COMAR 13A.08.03.03. Incidents of tardy and early dismissal are cumulative and may be counted as absences for grading and promotion.
- C. Promotion may be denied to those K-8 students who have more than ten (10) unlawful absences within a school year.
- D. Schools will counsel students and parents/guardians of students who accumulate an excessive number of absences. Schools will provide tiered interventions to support students to improve attendance.
- E. This policy will be annually disseminated to school staff, students, parents and community members to alert them to the consequences of not complying with attendance requirements.

VI. Expectations for Evaluation, Review, and Updates

- A. The Superintendent will advise the Board of Education on the specific regulations that will implement this policy.
- B. The Superintendent will provide the Board of Education periodic updates regarding the average daily attendance of students in Caroline County schools.
- C. The Superintendent will provide the Board of Education a yearly review of progress in implementing this policy.
- D. The Superintendent will develop and present to the Board of Education annual plans for communicating this information to parents and students.

VII. Legal and Policy References

Annotated Code of Maryland, Education, 7-301(Compulsory Attendance) Annotated Code of Maryland, Education, 7-302 (Report of Absences and Maladjustment)

COMAR 13A.08.01.03 (Lawful Absence)  
COMAR 13A.08.01.04 (Unlawful Absence)  
COMAR 13A.08.01.05 (Student Attendance Policy)  
COMAR 13A.08.01.10 (Attendance)  
Maryland Student Records System Manual 2020

VIII. Date Adopted: 06/01/2004

IX. Effective Date: 01/01/2006

X. Date Revised: 12/06/2005; 05/07/2013; 10/06/2015; 08/05/2020