

# Regulation

## ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

**Related Entries:** Policy JB  
**Responsible Office:** DIVISION OF STUDENT SERVICES

### **COMPULSORY ATTENDANCE**

#### **A. PURPOSE**

To guide decisions regarding student attendance within Anne Arundel County Public Schools, including ages for compulsory attendance in compliance with Maryland Education Article §7-301.

#### **B. BACKGROUND**

Anne Arundel County Public Schools is responsible for ensuring that students are enrolled in and regularly attending school in accordance with state law.

#### **C. PROCEDURES**

1. Each child who resides in this state and is five years old or older and under sixteen shall attend a public school regularly during the entire school year unless the child is otherwise receiving regular, thorough instruction during the school year in the studies usually taught in the public schools to children of the same age, or is exempted from attendance as provided by law.
2. Students shall be considered in attendance at school when participating in school-sponsored activities during the school day, and when that participation is approved by the local Superintendent of Schools or the school principal, or a designee. Students shall be considered in attendance in an alternative program setting when participating in activities during the day sponsored by the alternative program and when that participation is approved by the director of a licensed child care center, registered family day care home, or Head Start program.
3. Any person who has legal custody or care and control of a child who is five years old and under 16 shall see that the child attends school or

receives instruction as required by COMAR, unless the child is 5 years of age and is exempted from attendance pursuant to COMAR.

4. Pursuant to Maryland education law, the principal shall report immediately to the Office of Pupil Personnel the name of each child enrolled in school who has been absent or irregular in attendance without lawful excuse, or who shows evidence of maladjustment, so that the causes may be studied and interventions developed.
5. Consistent with COMAR, students enrolled in public schools are considered lawfully absent from school for any portion of the day, only under the following conditions:
  - a. Death of a family member. One school day will be considered excused on the death of a family member. The principal may grant extra days for extenuating circumstances.
  - b. Illness of the student. See paragraph 9.
  - c. Court appearance. A copy of the court document for a court summons will be required.
  - d. Hazardous weather conditions which would endanger the health or safety of the student when in transit to and from school will be considered lawful.
  - e. Work approved or sponsored by a school, the local school system, or the State Department of Education, accepted by the Superintendent, principal, or designee.
  - f. Observance of a religious holiday.
  - g. State emergency.
  - h. Suspension is an enforced absence from school and all school-related activities and as such is a lawful absence.
  - i. Lack of authorized transportation is a lawful absence. This does not include students denied authorized transportation for disciplinary reasons.
  - j. Other emergencies or set of circumstances, which, in the judgment of the Superintendent or designee, constitute a good and sufficient cause for absence from school, will be a lawful absence.

6. Student Awareness of Policies.
  - a. All students will be made aware of the attendance policies.
  - b. Students over the 16-year compulsory attendance age are subject to the same attendance procedures as those under 16.
7. Any absence, including absence for any portion of the day, for any reason other than those cited as lawful, will be considered unlawful and may constitute truancy.
  - a. A truant is a student between the ages of 5 and 17 who is absent without lawful cause.
  - b. A student within the compulsory attendance age limit who is absent without lawful cause for a number of days or portions of days in excess of 20% of the school days within any marking period, semester or year is considered a habitual truant.
8. Tardiness is defined as the student not being in the classroom when the class period starts. The reasons for tardiness should be considered on the same reasonable grounds as those considered for absences.
9. Upon return to school from any absence, the student will be required to provide a written note within three school days from the parent(s), legal guardian(s), or eligible student explaining the cause of absence from school, or the absence will be recorded as unlawful.
  - a. Absences due to illness in excess of five consecutive days must be verified by a physician's certification.
  - b. The principal will require a physician's certificate from the parent(s) or legal guardian(s) of a student with a pattern of excessive absences.
10. Students with unlawful absences may request missed assignments but will not receive credit for this work.
  - a. As determined by the principal, a student who has an unlawful absence record of three or more days in a grading period will receive a failing grade in that course for that grading period unless the principal is convinced that compelling circumstances exist.

- b. The number of unlawful absences will be rounded up to the nearest full day.
11. A student with lawful absences will be allowed a reasonable number of days, at least equivalent to the number of days absent, to make up work.
- a. A student with lawful absences near or at the end of a grading period may receive a temporary “I” (Incomplete) and be allowed a reasonable number of days, at least equivalent to the number of days absent, to make up work.
  - b. Work not made up within the time allowed will receive a failing grade.
  - c. Suspensions are treated as any other lawful absence.
12. Excessively absent refers to a student who, regardless of the cause of absences, is absent six or more days a semester.
- a. Students who are excessively absent may not meet the requirements for earning credit. The principal and teacher(s) concerned will review cases of this nature and will determine whether or not a passing grade may be given and credit awarded for the subject(s) in question.
  - b. The principal will refer to the Office of Pupil Personnel students who have an excessive number of unlawful absences.
13. Students and parent(s)/legal guardian(s) have the right of reference to Maryland laws and bylaws, Board policies, and local school policies, as written, concerning attendance. Students and parent(s)/legal guardian(s) will be informed of pertinent information concerning attendance by means of a school handbook or newsletter.
- a. All students and parents of students who enter during the school year will be apprised of these policies.
  - b. Any conflicts concerning this policy and regulation may be appealed in accordance with the procedures as set forth in Policy JCH/902.08.

*Regulation History:*                      *Developed by Superintendent: 2/7/07*  
   *Reviewed by Board of Education: 5/16/07*  
   *Issued: 5/16/07*

*Note Previous Regulation: Replaces AR901.01 issued 5/20/91*