**COMAR**

Maryland State Compulsory Attendance says that every child between the ages of 5 and 17 shall attend a public school regularly during the entire school year unless otherwise enrolled in private school or home instruction approved by Baltimore County Public Schools.

**BCPS Rule 5120**

Lawful Absences - In accordance with COMAR, a student enrolled in BCPS will be considered lawfully absent from school for any portion of the school day under the following conditions:

Death in the immediate Family

Illness of the Child (may require a physician’s certificate from the parent/guardian of a student

reported continuously absent for illness)

Court Summons

Hazardous Weather Conditions (conditions which would endanger the health or safety of the

student when in transit to and from school)

Work Approved

Religious Holiday

State Emergency

Other Emergency

Health Exclusion

Suspension

Lack of Authorized Transportation (does not include students denied authorized transportation

for disciplinary reasons)

Unlawful Absence - An absence, including absence for any portion of the day, for any reason other than those cited as lawful are presumed to be unlawful and may constitute truancy.

Winfield’s Attendance Process

* After 3 unexcused absences, teacher makes contact with parent. Teacher will send home teacher attendance letter. Teacher will refer to nurse if necessary.
* After 4 unexcused absences, teacher makes contact with parent and completes the Attendance Checklist and submits to Counselor.
* After 5 unexcused absences the 1st formal attendance letter will be sent home by Attendance Committee.
* After 7 unexcused absences the 2nd formal attendance letter will be sent home by Attendance Committee. Counselor Interaction (parent contact; touch base w/teacher, nurse, admin; A Student Support Team referral will be completed if necessary)
* After 9 unexcused absences a Required Parent Phone Conference will take place with Administration.
* After 10 unexcused absences a Pupil Personnel Worker referral will be made.
* After 12+ unexcused absences a referral to Project Attend will be made. May receive State’s Attorney or certified letter, warning of possible court action; charges may be filed with the District Court of Maryland.