



What Families Need to Know About the Vincent Farm Elementary School ATTENDANCE MONITORING PLAN



Attendance Committee Purpose

- ❖ The Vincent Farm Attendance Committee meets monthly to analyze school-wide data, implement interventions, promote positive attendance, and support individual student cases.

Maryland Compulsory Attendance Law

- ❖ Each child who resides in the state of Maryland who is 5 years old or older and under 18 years of age shall attend a public school regularly during the entire school year.
- ❖ Any person who has legal custody or care and control of a child who is 5 years old or older and under 16 who fails to see that the child attends school or receives instruction under this section is in violation of the Maryland Compulsory Attendance Law.

BCPS Policy 5120: Standards for Regular Attendance

- ❖ Students are responsible for complying with attendance guidelines detailed in [Board Policy 5120](#) and [Rule 5120](#).
- ❖ A student absent from school shall present to the school a note signed by the parent. The absence note must be presented no later than five days after the student's return to school.
- ❖ Students are expected to maintain satisfactory attendance at the state standard of 94%.

Student Absentee & Tardiness Rates

- ❖ **Chronic** – student absenteeism rate ($\geq 10\%$)
- ❖ **Moderate** – student absenteeism rate ($\geq 7\%$ to $< 10\%$)
- ❖ **Low** – student absenteeism rate ($< 7\%$)

Excused / Lawful

- ❖ Student illness with a note from parent
- ❖ Student illness with a note from a doctor
- ❖ Death in the immediate family
- ❖ Court Summons for student
- ❖ Observance of a religious holiday

Unexcused/Unlawful

- ❖ An absence, including for any portion of the day, for any reason other than those cited as lawful are presumed to be unlawful.
- ❖ Student illness without a note
- ❖ Family vacation
- ❖ Family illness

Attendance Committee Intervention Menu

Tier 1	Tier 2	Tier 3
Monthly Absence Summaries Teacher/School Staff Contact Nurse Contact	1 st Attendance/Tardy Letter 2 nd Attendance/Tardy Letter Referral to Student Support Team Required Parent Conference	Referral to Pupil Personnel Worker Referral to Project Attend/Court Referral to State's Attorney

Verifying Absences/Tardiness

- ❖ A student absent from school shall present a note immediately upon return to school.
- ❖ The note/email, signed by the parent/guardian, shall include the name of the student, the date of, and the reason for the absence no later than five days after the student's return to school.
- ❖ The note/email should be given to or sent to the classroom teacher or school nurse.
- ❖ Any absence or tardiness not supported by a parent/guardian note will be marked as an unlawful absence.