

ATTENDANCE PROCEDURES

Students need to attend school every day. Satisfactory progress cannot be made if the student does not attend regularly. In order for the student's progress to be maintained, the student must make up all work missed when absent. ***Note: In accordance with Rule 5120, teachers are not required to provide students absent for unlawful reasons with make-up work.***

Hereford High will make every effort to notify parents of absences. School attendance is regulated by the laws of Maryland and students are required to attend until they have reached the age of 18. Absences not covered by a note from parents within three days are unexcused.

A student is present for a full day if the student is in attendance four or more hours of the school day. A student is counted present for a half day if the student is in attendance for two hours or more, but less than four hours of the school day.

Excused	Unexcused
Death in Family	Indifference of parent or child
Illness of student	Uncertified Illness of Student
Court Summons	Illness in Family
School Related Approved Work	Truancy
Religious Holiday	Vacation
Suspension	Traffic
	Missed Bus

After 5 unexcused absences, administration will send an official warning letter and referral to the Pupil Personnel Worker. Excessive unexcused absences are a violation of Superintendent's Rule 5550 and disciplinary consequences will be imposed according to the BCPS Student Handbook.

Lateness

Any student late to school must bring a note explaining the cause of the lateness. Upon review, school officials will determine if the lateness will be excused (legal) or unexcused (illegal). Students who come to school late **MUST** report to the main office and speak with an administrator prior to being released to class. ***Repeated lateness, excused or unexcused, will result in detention, parent conferences, in-school suspension, revoking of student privileges, and/or referral to the BCPS Pupil Personnel Worker.*** The school policy regarding unexcused lateness is as follows:

Stage I	1 st Lateness	Warning by Administrator
Stage II	2 nd Lateness	Conference with Student- Phone call home
Stage III	3 rd Lateness	Enrichment Detention
Stage IV	4 th Lateness	1 hour after school detention
Stage V	5 th Lateness	Required Parent Conference
Stage VI	6 th Lateness	Referral to the Pupil Personnel Worker

Early Dismissal

If a student needs to leave school early, a note from a parent or guardian must be submitted to the homeroom teacher that day with the following information: student's full name, dismissal time, reason for dismissal, and a contact name and telephone number. If the note is left at home or lost, the parent or legal guardian will be required to come to the school to sign the student out.

Due to security reasons, early dismissal requests cannot be accepted via fax, email, or phone. ID is required anytime that a note is not presented in advance.