

# School Attendance



## Building a Bridge to the Future



Office of Pupil Personnel Services  
Department of Student Support Services  
Baltimore County Public Schools



## DIPLOMA

**DON'T LEAVE SCHOOL  
WITHOUT IT!**

Office of Pupil Personnel Services  
Department of Student Support Services

**410-887-0404**

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Superintendent of Schools

**Baltimore County Public Schools**

- Teachers take daily attendance using the school "Attendance Card"
- Teachers code student absences with the appropriate codes as mandated by MSDE
- Teachers contact the home to make the parents or guardians aware of attendance concerns
- School administrators contact the home for required parent conferences (RPC)
- School administrators with assistance of the pupil personnel worker establish a school attendance committee
- Teachers refer chronic attendance cases to the school counselor, school nurse, or appropriate school administrator.
- School administrators process referrals to the pupil personnel worker using the Pupil Personnel Services Referral Form, BEBCO 84-058-99.

### Where Do You Go For Help?

#### SCHOOL RESOURCES...

Your Child's Teacher

School Counselor

Principal

School Nurse

School Social Worker

Pupil Personnel Worker

School Psychologist

## MARYLAND'S COMPULSORY ATTENDANCE LAW

### Who must attend:

Every child between the ages of 5 and 16 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.

### Duty of parent or guardian:

Each person who has under his/her custody a child between 5 and 16 years of age must see that the child attends school or receives instruction as required above.

### Penalties:

A parent or guardian can be found guilty of a misdemeanor and subject to a fine not to exceed \$50 per day for unlawful absences of students or imprisonment not to exceed 10 days or both.

Charges may be filed in the District Court of Maryland of Baltimore County.

## The Importance of Good Attendance

Children are in school to learn and grow into responsible, productive young adults prepared to enter the world of work. Regular school attendance is the key to high school graduation and preparation for gainful employment.

Poor attendance in elementary school often leads to excessive absences in middle and high schools. Poor attenders become disinterested and unmotivated in school and often drop out.

Unlawful absences or trancies have been identified as one of the early warning signs of students headed for potential delinquent activity, social problems, or failure in school. According to research, truancy frequently leads to dropping out of school, entering the juvenile court system and unemployment. Dropouts who work typically earn lower salaries.

Truancy is a sign that a young person is losing his or her way and needs support. Pupil personnel workers and other school staff are available to provide that support.



## Responsibilities

### Parent Responsibilities:

- Encourage student attendance by taking a positive approach to school and school activities.
- Read the *Student Handbook* to review information about daily school attendance.
- Take an active interest in your child's education by being positive and insisting on good attendance.
- Check frequently with school personnel to be aware of your child's attendance and academic progress.
- Send a written excuse to school on the same day that your child returns to school after being absent.

### Student Responsibilities:

- Attend school and all classes on time each day.
- Participate in school work, prepare for all classes, complete all assignments, participate in class discussions, and follow directions given by your teachers.
- Take responsibility for his/her actions and behavior.