

## **Tilden Middle School Attendance Policy**

Daily attendance is crucial to student achievement and is required in order to demonstrate mastery of material and receive credit for courses. Students are required to attend school and to arrive at school and to classes on time.

Except when excused, students must go to classes and other required activities during the school day. Attendance will be reported to parents/guardians on the student's report card. A student is counted present for a full day if a student is in attendance four hours or more of the school day. A student is counted present for a half-day if in attendance for at least two hours of the school day, but less than four hours.

According to local school's procedures, if a student is absent from school, the school will follow up on the absence.

**Excused Absences** – Students may miss school for the following reasons only:

- Death in the immediate family
- Illness (The principal may require a physician's certificate from the parent/guardian in cases of chronic or extended absences for illness)
- Court summons
- Religious holiday
- State emergency
- Suspension
- Hazardous weather conditions (weather that would endanger a student on the way to or from school)
- Lack of authorized transportation (for example, if the bus does not show up)
- Permission from the Principal

**If a student misses school for one of these reasons, the student must bring a note from his/her parent/guardian within three (3) school days after returning to school.** For example, if a student misses school Wednesday and Thursday, and then returns on Friday, a student must hand in a note explaining the absence by the following Tuesday. Otherwise, the absence will be considered unexcused. Family vacations usually are not excused. If unusual circumstances arise, however, the Principal may excuse the absence.

### **Tilden Middle School's Policy on Excused Absences**

Tilden does not provide school work for students who are absent for one (1) to five (5) days. School assignments are related to direct instruction. We do not expect students to do work that has not been taught. When we are notified that a student is going to be absent, the staff works with that student before and after the absence to maintain the continuity of instruction as much as possible. Parents and students are encouraged to log onto Edline regularly to stay informed of the classroom instruction and assignments.

All requests for an absence of five (5) or more days should be sent to Mrs. Irina LaGrange, Principal, at least two weeks in advance.

### **Unexcused Absences**

An absence that is not excused according to the above conditions is an unexcused absence. If a student misses a day of school and is not excused, the student will have an unexcused absence in each class missed. **Middle school students taking high school credit classes with five (5) unlawful absences in a class will automatically be required to submit an appeal of the recording of their absences, if they or their parents/guardians believe any absence was recorded incorrectly, and/or develop an attendance intervention plan with their counselor/administrator.** Initiation of an appeal and/or attendance intervention plan may be initiated by the student, parent/guardian, or counselor/administrator. If the student does not complete either an appeal of attendance recording or an attendance intervention plan and/or continues to be further unlawfully absent, the student will be considered to be in danger of receiving a failing grade in that course.

**It is important for students to make up missed work regardless of the legal status of their absence.** Teachers may assign an equivalent, but different task or assessment to students when they return from any absence. For unlawful absences, teacher may deny credit for missed assignments or assessments, in accordance with the process approved by the Principal and the Leadership Team.

**The Principal may refuse a student the opportunity to participate in extracurricular activities on a day that he/she has an unexcused absence.** Each school establishes a process to encourage regular daily attendance, monitor attendance, and provide interventions.

### **Tilden Middle School Policy on Unexcused Absences**

**Due to the nature of traveling outside of the United States, all travel out of the country is considered unexcused.** While we value the rich, cultural experience traveling gives our students, unfortunately travel outside of the country, for five (5) or more days, during the school year, regardless of the reason, is unexcused. As a result, we do not provide school work. Teachers will work with students before they leave and when they return.

**Please note that students who miss five (5) or days may have to drop classes where they receive high school credit, such as Algebra, Geometry, Chinese, French, or Spanish. Any student who is absent from school for fifteen (15) or more consecutive days will be withdrawn from Tilden Middle School.** If the student returns, he or she will have to **re-enroll.** We cannot guarantee that the student will have the same classes.

All requests for an absence of five (5) or more days should be sent to Mrs. Irina LaGrange, Principal, at least two weeks in advance.

### **Work Missed During an Absence**

Students have a responsibility and are expected to make up missed work, regardless of the legal status of their absence. If the absence is excused or is a result of a suspension, the teacher will help a student make up work. If the absence is unexcused, the teacher does not have to help a student make up the work missed, give a retest, or give an extension on work that was due. Even though the teacher does not have to help a student make up work, he/she may choose to do so, so that the student can complete the rest of the course.

### **Early Dismissal Protocol**

To help ensure the safety of our students and not disrupt classroom instruction, we ask that you please follow our early dismissal protocol. If you know that your child will be leaving early, please give your child a signed note with the time they need to be dismissed and tell them to bring it to the Main Office before school. This note becomes your child's pass to leave class quietly and with little interruption. When picking up your child, you will need to sign him/her out in the Main Office.

We understand that there are times when appointments are made at the last minute due to emergencies. In the event you need to sign out your student on short notice, please plan on arriving 30 minutes earlier so that we have time to locate your student and bring him/her down to the Main Office, especially when it is close to dismissal.

We appreciate your cooperation and understanding.

### **References:**

- Regulation IKA-RA: Grading and Reporting
- Regulation IOA-RA: Gifted and Talented Education
- Regulation IQB-RA: Extracurricular Activities
- Regulation JEA-RA: Student Attendance
- Regulation JFA-RA: Students Rights and Responsibilities
- Maryland Student Records System Manual
- MCPS High School Course Bulletin