



## BEL AIR MIDDLE SCHOOL

Create Your Own Success Story

### Bel Air Middle School Student Attendance Policy

The Harford County Public Schools' student attendance policy is based on the premise that success in school is dependent upon continuous and consistent attendance. In addition to participating in educational experiences that cannot be duplicated outside the school atmosphere, students need opportunities to develop an appropriate sense of self-worth and to establish satisfactory peer relationships. Schools are being held accountable not only for effectiveness in teaching state content standards, but for the regular attendance of students.

- Students should be expected to attend school and all classes regularly and to be punctual.
- There is a significant relationship between regular attendance and academic achievement.
- Regular attendance assists students in the development of self-discipline and good work habits. These habits generally remain with the students as they enter the world of work. It is essential to teach the benefits of and encourage good attendance and punctuality during a student's educational career.

The following Harford County Public Schools' attendance policies define full day and half day attendance:

- The student starting time for attendance purposes is 8:10 a.m.
- Students are considered to be present for a full day if they arrive at school at 10:45 a.m. or earlier. Additionally, students are considered to be present for a full day if they have arrived to school on time and are dismissed at 12:15 p.m. or later.
- Students are considered to be present for a half day if they arrive at school between 10:46 a.m. and 12:45 p.m. Additionally, students are considered to be present for a half day if they have arrived to school on time and are dismissed between 10:15 a.m. and 12:14 p.m.

The following policies and procedures reflect our commitment to the above philosophy and to helping all students in Harford County schools receive the maximum benefit of their school experience as they strive to reach their potential:

- Student attendance will be monitored daily. On a student's fifth and tenth day of absence in a marking period, the appropriate grade-level administrator will notify the parent/guardian via a letter (unless prior notification has been made by the parent/guardian). If absenteeism is excessive, a referral to the Pupil Personnel Worker may be made as well.
- **Students who have been absent twenty (20) days by the end of the third quarter must be reviewed for possible retention.**

#### When Students Know in Advance That They Will be Absent from School

A family vacation/trip during the school year is strongly discouraged as the loss of class time may have a negative impact on the student's academic progress and record. It is also recognized that on some occasions working parents have little control over the time of the year when vacations or trips may be taken. A parent/guardian must submit the request to have a student's absence lawfully excused to the principal in writing at least ten (10) school days in advance of the proposed absence. In making the determination as to whether the request shall be approved or denied, the principal will review all relevant facts to include the student's attendance and academic record. The following policies related to make-up work following absences:

- There shall be no make-up work given to students who have been unlawfully absent.
- It is the responsibility of the student and/or parent to request missed assignments.
- Students will be given the number of days equal to the number of days absent to turn in completed make-up work.

#### Tardiness Policy

Parents and educators must work together to encourage punctuality. Frequent latenesses have a negative effect on achievement in school and distract other students. We ask for your assistance by taking whatever measures you can to assure that your child arrives at school by 8:05 a.m. The tardiness policy is as follows:

- Beginning with the fifth tardiness, the parent/guardian will be notified in writing.
- Continuing tardiness of the student will result in the initiation of the following actions:
  - Conference with the parent/guardian
  - After-school detention
  - Saturday morning detention
  - Suspension

We recognize that not all attendance/tardiness problems can be remedied but hope to convey to students and parents our feelings about how important it is for students to arrive on time and be in school on a regular basis. We appreciate your cooperation.

Sincerely,

Natalie N. Holloway  
Principal