

POLICY Board of Education of Queen Anne's County

Responsible Office:	Student Support Services
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STUDENT ATTENDANCE

I. PURPOSE

The purpose of this policy is to establish the requirements for student attendance, guidelines for attendance monitoring and recording, and procedures for supporting chronically absent and habitually truant students.

II. POLICY STATEMENT

The Board of Education of Queen Anne's County (Board) is committed to the vision of the Queen Anne's County School (QACPS) system; "All students will graduate and be empathetic contributors to society". The Board recognizes that students are required to be in school or to be attending a school-related activity each day school is in session and that there is a strong correlation among regular attendance, academic achievement, and life success.

III. DEFINITIONS

- A. *Absence* – The failure of a student to be physically present in school/class or at a school-related activity during the school day.
- B. *Attendance* – The act of being physically present in school or at school-related activities during the school day.
- C. *Chronically absent* – A year to date absence rate of 10% or more, including both lawful and unlawful absences.
- D. *Habitual truant* – A student who meets ALL of the following criteria during the school year:
 1. The student was age 5 through 20.
 2. The student was enrolled in QACPS for 91 or more days.
 3. The student was unlawfully absent for 20% or more of the days of enrollment.
- E. *Exemplary attendance* – A final attendance rate of 96% or more of the student year with no unlawful absences.

- F. *Lawful absence* – An excused absence for any portion of the day.
- G. *Parent* – Any one of the following, recognized as the adult(s) legally responsible for the student:
 - 1. *Biological parent* – A natural parent whose parental rights have not been terminated.
 - 2. *Adoptive parent* – A person who has legally adopted the student and whose parental rights have not been terminated.
 - 3. *Custodian* – A person or an agency appointed by the court as the legal custodian of the student and granted parental rights and privileges.
 - 4. *Guardian* – A person who has been placed by the court in charge of the affairs of the student and granted parental rights and privileges.
 - 5. *Foster parent* – An adult approved to care for a child who has been placed in their home by a State agency or a licensed child placement agency.
- H. *Truant* – A student who is absent for a day or any portion of a day for any reason other than those cited as lawful in COMAR 13A.08.01.03 and/or failure to bring a note written by a parent to verify a lawful absence.
- I. *Unlawful absence* – Any unexcused absence, including absence for any portion of the day, for any reason other than those cited as lawful are presumed as unlawful and may constitute truancy. Students unlawfully absent are considered truant. (COMAR 13A.08.01.04).

IV. POLICY ELEMENTS

V. IMPLEMENTATION

The Board directs the Superintendent to implement this policy.

VI. POLICY REVIEW

This policy is to be reviewed by the responsible office every four years after its initial adoption.

VII. SPECIFIC REFERENCES TO TITLES, DEPARTMENTS, OR LAWS

Code of Maryland Regulations (COMAR) 13A.08.01.01–07
Education Article, §7-301

VIII. EFFECTIVE DATE

Date: June 7, 2023



Patricia W. Saelens, Ed.D.
Superintendent, Queen Anne's County Public Schools

HISTORY:

Initial Adoption	08/08/2018	Revised	02/12/2023	Reviewed	04/12/20/23	Next Review	06/07/27
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