

# Catonsville High School

## Attendance Procedures

### General Information

Students who arrive late to school **prior** to the end of homeroom (9:20 AM) should bring an excuse/note from their parent/guardian to the attendance office where a staff member will mark the student's attendance record. The first period teacher will also mark the student tardy to period 1 when they arrive in the classroom. Attendance taken during this timeframe is recorded as their official status in the building.

ALL students who arrive late to school after homeroom and **between 9:20 and 10:45**, must check in at the attendance office (regardless of excused or unexcused status) where a staff member will update their status from Absent to Present-Tardy. If a student arrives after 9:45 AM they will be marked Present for a half day. \*

ALL students who arrive late to school **after 10:45** must check-in in the Main Office. \*

Students who require an early dismissal must bring a note from their parent/guardian to the attendance office prior to 7:45 AM. A staff member will provide the student with an early dismissal pass, allowing the student to leave at the designated time. Verification is required for all early dismissals.

\*Note: A student is counted Present for a full day if the student is in attendance four hours or more of the school day. A student is counted as 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.

In order to maintain accurate attendance records, students must follow the procedures outlined above. In accordance with BCPS Policy 5120, students are expected to maintain 94% attendance. Absences not supported by a note, will be considered unlawful. Students absent for unlawful reasons are not entitled to make up work.

Please share and discuss these procedures with your student to ensure accurate attendance records this school year. If you have any questions, please contact Mrs. Eff at [deff@bcps.org](mailto:deff@bcps.org).