



Attendance Policy

School Hours

The school office is open from 7:30 AM until 4:00 PM

Classes begin at 8:07 AM and end at 3:28 PM

Student attendance is a cooperative effort and we want to work together with families to make sure your child is at school every day and on time as required under the provision of the law. Attendance will be taken daily during each period. All absences are classified as excused or unexcused. An excused absence is defined as an absence due to medical appointments or illness, court appointment, or death in the immediate family. All other absences are unexcused. Students must bring a note within 5 days from a doctor, parent/guardian, or court official explaining the absence. This note will be used for truancy purposes.

Compulsory Attendance Procedures

5th Unexcused Absence - If a student fails to report to school for a total of 5 days contact will be made with the parent either by phone or in person to obtain an explanation for the absence and to explain to the parent the consequences of continued nonattendance. Together a plan will be developed to resolve issues related to non-attendance. Upon the next absence after the above discussion, a conference will be scheduled and take place within the 15th school day after the sixth absence.

Upon Additional Unexcused Absences the principal will file a complaint with the juvenile and domestic relations court alleging the pupil is a child in need of supervision (CHINS). The Code of Virginia also requires schools to report non-attendance of children receiving Temporary Assistance for Needy Families (TANF) to Social Services. Families must comply with the compulsory school attendance law in order to receive TANF.

Students may only miss all or part of a school day ten (10) times for reasons of illness with a parent's note. After the tenth excused check-in, check-out, or absence due to illness, a doctor's note may be required for each subsequent time that a student checks-in, checks-out, or misses an entire school day.

Students who are absent from school are not allowed to come back on campus that same day for social events or to practice/play sports.

Tardies - Students must be in class seated by 8:07 each morning. Students who are tardy to school/class 5 times will have lunch detention. Once a student accumulates 10 tardies to school/class they will be required to stay for after-school detention to make up the time missed.

Make Up Work - Students who are absent from school will be allowed to make up work.

- Absent 1 day = 2 days to to make up missed work
- Absent 2 days = 3 days to make up missed work
- Absent 3 or more days = 5-7 days to make up missed work