

## ATTENDANCE REGULATION

### **Generally**

School attendance is critical for academic achievement and the preparation of students for the world of work. Each parent/guardian, having charge of a student within the compulsory attendance age, shall be responsible for the student's regular and punctual attendance at school as required by Virginia law. Regular student attendance is necessary for a student's overall success in school. Student attendance shall be monitored and reported as required by state law and regulations. Attendance **BY PERIOD** will be recorded and will be noted on the student's report card each nine weeks.

Parents of students who are absent must promptly inform the school of the reason for the absence no later than upon the student's return to school. Whenever a student fails to report to school on a regularly scheduled school day and no information has been received by school personnel that the student's parent is aware of and supports the absence, either the school principal, principal's designee, attendance officer, or other school personnel shall notify the parent by phone, email, or other electronic means to obtain an explanation. After a student has accumulated ten (10) full school days of absence in a school year, the parent must provide documentation from a licensed medical professional regarding additional full school day absences for that school year.

### **Tardiness**

A tardy to class is defined as a student arriving late to their assigned classroom by the end of the ringing of the tardy bell. Should this occur, the student will be marked tardy by their teacher. A tardy to school is defined as arriving late to school after the first period tardy bell has rung. In order to reduce the number of students tardy to class each period, the following consequence chart will be followed:

### **Consequence Chart**

Teachers will address student class tardiness in the following ways:

- 1 Tardy – Warning by teacher
- 2 Tardies – Warning by teacher - Parent/Guardian contact
- 3 Tardies – Morning School 30 Min. Detention – if a student does not attend the assigned Morning Detention, they will receive the next consequence in the chart
- 4 Tardies – 2 days of Morning School Detention
- 5 Tardies – 3 days of Morning School Detention
- 6 Tardies – 1 day of 8th Period
- 7 Tardies – 2 days of 8th Period
- 8 or more Tardies - Administrative decision
- 10 Tardies – Semester Social Probation
- 20 Tardies to class – Full Year Social Probation

### **Absences**

#### 1. Excused Absences

The following reasons shall be acceptable for absence from class:

- a. Days 1-10 - illness of the student as verified by notification from parents;
- b. After ten (10) days - illness as verified by the student's licensed physician;
- c. Medical appointments that cannot be scheduled after school (All appointments must be verified by a doctor and a student is expected to return to school from early appointments, if possible);
- d. Death in the family;
- e. Court appearances as evidenced by a summons or other verification;
- f. One civic event per school year;
- g. Observance of a religious holiday; and
- h. Other extraordinary circumstances deemed acceptable by the principal.

#### 2. Unexcused Absences

Parents shall be notified when their student is absent. Absences shall be recorded as unexcused for the following reasons:

- a. Absences after ten (10) days not otherwise due to an illness as verified by the student's licensed medical professional;
- b. Car trouble;
- c. Missing the bus;
- d. Personal business;
- e. Oversleeping;
- f. Needed at home;
- g. Working on a job; and
- h. Other reasons deemed unacceptable by the principal.

**Chronic absenteeism** is defined as missing ten percent (10%) or more of the academic year for any reason, including excused absences, unexcused absences, and suspensions. The following actions may be taken for students who are absent for unacceptable reasons or have chronic absenteeism:

- Before/after school detention
- Conference with student and parent
- In-school disciplinary action
- Loss of course credit
- Referral to counselor/Student Support Team (SST)
- Referral to Attendance Officer, School Resource Officer, or Court System
- Social Probation

### 3. Prearranged Absences

For prearranged absence(s), a student must bring and submit to the attendance office a note from their parent/guardian indicating the reason(s) and date(s) for the absence(s). Students will then be provided a Prearranged Absence Form for teachers' signatures. Students should return the form to the attendance office before the date of the absence, at least five (5) days prior. The principal or designee shall verify all notes. The student will assume the responsibility of obtaining all assignments prior to departure. All assignments shall be due upon the student's return to school. Prearranged absences count towards the accumulated number of absences.

### 4. Make-up Work Due to Absences

If a student is absent for any reason, the student will be expected to make up all work. A student, or their parent/guardian, may contact the school to obtain missed work. Teachers may also be contacted through the school email system. If the student has not requested work during the absence, it is the student's responsibility to ask teachers for any assignments on the first day the student returns from the absence. The student will have one (1) day for each day absent to turn in missed assignments. The teacher will decide whether an extension of time will be granted. Any work assigned before the student's absence may be required to be turned in on the first day of their return to school (i.e., projects, tests, etc.).

Students who are absent from school will be allowed to make up work in accordance with the following guidelines. Students **absent one day** will have **two days** to make up missed assignments. Students absent **two days** will have **three days** to make up missed assignments. Students absent for **three or more days** will have **five days** to make up assignments. The length of the make-up time may be extended by the Administrative Team.

**It is the responsibility of each student to request make-up work. It is the responsibility of each teacher to provide make-up work or an alternative assignment when the student returns from an absence. If a teacher is unable to duplicate a lab for a student, the teacher will provide an alternative make-up assignment.**

#### 5. Absences Due to School-Sanctioned Activities

Absences related to school-sanctioned activities will not be counted toward the student's cumulative number of absences. However, students will be expected to follow the policy for make-up work due to such absences.

#### 6. Absences Due to Suspension

Absences due to suspension will be counted in the student's attendance record. Students who are suspended from school are expected to take the initiative to determine and complete academic work during their absence. If the work has been completed and is submitted on the day of the student's return, no grade penalty will occur. If the work is turned in on succeeding days, the work may be penalized for lateness by a reduction of ten (10) points per day, up to a maximum of five (5) days. Any assignment submitted more than (5) five days after the return from absence will not be accepted.

#### 7. Accumulation of Absences

Elementary School: Should a student accumulate more than seventeen (17) absences, the student may be denied promotion to the next grade level, regardless of whether the absences are excused or unexcused. Letters will be sent home when a student has accumulated four (4) unexcused absences and when the student has accumulated ten (10) total absences. Tardies to school may also factor into accumulated absences. When elementary students are regularly brought to school late and miss instructional time, this may be cause for grade level retention.

Middle School: Should a student accumulate more than seventeen (17) absences, the student may be denied credit and/or promotion to the next grade level, regardless of whether the absences are excused or unexcused. In addition, individual course attendance will be considered in determining retention. Tardies may also factor into accumulated absences. Letters will be sent home when a student has accumulated four (4) unexcused absences and when the student has accumulated ten (10) total absences.

High School: Should a student accumulate nine (9) or more absences in a semester course, or seventeen (17) or more absences in a full year class, the student will be denied credit for the course, regardless of whether the absences are excused or unexcused. Tardies may also factor into accumulated absences according to the criteria identified in the preceding paragraph regarding Middle School tardies.

#### **Parent Notification of Loss of Credit Due to Attendance**

Elementary School: When a student has accumulated more than sixteen (16) absences, the building principal or designee will notify the parent/guardian of the possibility of retention and the option to file a waiver.

Middle School: When a student has accumulated more than sixteen (16) absences, the building principal or designee will notify the parent/guardian of the possibility of retention or denial of credit and the option to file a waiver.

High School: When a student has accumulated more than eight (8) absences in a semester class or more than sixteen (16) absences in a full year class, the building principal or designee will notify the parent that the student will be denied course credit and the option to file a waiver.

#### **Waiver Process**

Student/Parents/Guardians who receive written Loss of Credit notification may apply for an attendance waiver. In addition to a written Loss of Credit notification being mailed home, an administrator will notify the parent or guardian via telephone conversation. Within (10) days of receipt of a Loss of Credit telephone notification, the student's parent or guardian must file with the building principal a written request for a waiver and all supporting information. The supporting information should include

doctor's excuses, court excuses, and any other information that may support the student's absence from school. The principal will give this information to the Student Support Team or School Administration.

The Student Support Team (SST) will meet to review the Loss of Credit Form and support documentation. The SST will be made up of (but not limited to) a school counselor, teacher, administrator, and attendance clerk. The SST decision will be based on, but not limited to, a review of the student's current academic, attendance, and discipline records in all classes, any teacher input, the Loss of Credit Form, and any other supporting documentation submitted by the student/parents/guardians.

The SST will submit in writing to the building principal or designee the results of the decision regarding Loss of Credit. The building principal or designee will be responsible for notifying the student/parents/guardians via written mail and telephone conversation of the decision.

### **Appeals**

Should a parent/guardian/student wish to appeal the decision of the SST, the appeal must be presented in writing to the building principal within five (5) days of the date of the principal's or designee's telephone notification of the decision. The principal will review the student information and minutes from the SST meeting and any additional, relevant information submitted by the student/parents/guardians. Should the principal uphold the decision of the SST, they will notify the student/parents/guardians via written mail and telephone conversation. Should the principal or designee reverse the decision of the SST, they must present in writing to the SST the reason(s) for reversal and notify the student/parents/guardians of the decision.

All appeals beyond the principal must be made in writing to the Assistant Superintendent of Instruction and Administration/designee at the School Board Office within five (5) days of the principal's telephone notification of the decision of the original appeal to the building principal. The decision of the Assistant Superintendent of Instruction and Administration/designee will be final.

Adopted: August 13, 2024

ROCKBRIDGE COUNTY PUBLIC SCHOOLS