

STUDENT SERVICES

File: JED-R

STUDENT ABSENCES/EXCUSES/DISMISSALS

1. Each parent/guardian or person having control or charge of a child within the compulsory attendance age is responsible for such child's regular and punctual attendance at school as required under provisions of the law.
2. 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, the school principal, principal's designee, attendance officer or other school personnel or volunteer notifies the parent by phone, email or other electronic means to obtain an explanation.
3. Students who are absent must bring a valid note stating the reason for absence upon returning to school.
4. Absences are excused for personal or immediate family illness, death in the family, medical or dental appointments, court appearance, religious holiday or instruction, emergency that, in the judgment of the principal, requires a school absence, or a trip that extends or enhances education, when the trip is approved in advanced by the principal.
5. Students shall be allowed to make up any work missed due to an absence or tardy and shall not be penalized academically for an absence.
6. Students shall attend school for a full day unless excused by the principal. High School students shall be scheduled for a full school day unless they are enrolled in a cooperative work-study program. All other exceptions to a full day schedule must be approved on an individual basis by the Superintendent or designee.
7. Each school shall maintain a record of all absences and tardies for each student and shall provide information to parents on the report card or progress report.
8. Each school shall establish procedures for appropriate interventions when a student engages in a pattern of absences for less than a full day, the explanation of which, if it were a full-day absence, would not be an excused absence.

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II. Compulsory Attendance Procedures

Procedures required by the Code of Virginia for Compulsory Attendance include the following and have been adapted for use in Charlottesville City Schools:

1. Each school shall have a staff member who is responsible for monitoring attendance of all students.
2. Each school shall also have school-based procedures for attendance and may develop plans for communication with parents that go beyond the required process described below.
3. Each principal should meet on an ongoing basis with the attendance officer assigned to the school to monitor and develop intervention plans to improve attendance before truancy regulations apply.
4. Procedures to address absences without parental awareness and support are listed in policy JED section II.

Report for Suspension of Driver's License

1. In addition to any other actions taken pursuant to these regulations, if a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the principal may notify the juvenile and domestic relations court, which may take action to suspend the student's driver's license.

Attendance Reporting

1. Student attendance shall be monitored and reported as required by state law and regulations. At the end of each school year, each public school principal shall report to the Superintendent the number of pupils by grade level for whom an attendance conference was scheduled. The Superintendent or designee shall compile this information and provide it annually to the Superintendent of Public Instruction.

Dismissal Precautions

1. Principals shall not release a student during the school day to any person not authorized by the student's parent/guardian to assume responsibility for the pupil.
2. Students shall be released only on request and authorization of parent or guardian and that information shall be located on the emergency card and available to staff working in the office and responsible for the student.

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3. For students who are not under the supervision of a parent or guardian, the student shall report to the office to get approval prior to leaving the school. The student shall explain to the principal or designee the reason for the dismissal.
4. The principal has the authority to approve or deny the request. If the request is denied, the student shall not leave the school. If the student leaves the building without permission, the absence of that part of the school day will be unexcused.
5. The burden of proof on the authority of the person to receive the student is on the requesting party. The principal or designee shall request identification for any person seeking dismissal of a student if the person is not known to the school official.
6. A formal check-out system shall be maintained in each school.
7. If a person seeking release of a student is unwilling to comply with the check-out system of the school, the school official may report it to law enforcement.

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-227.1, 22.1-254, 22.1-258, 22.1-260, 22.1-279.3, 46.2-323 and 46.2-334.001.

8 VAC 20-230-20.

8 VAC 20-730-10.

8 VAC 20-730-20.

Cross Refs.: IGAJ Driver Education
 JFC Student Conduct
 JFC-R Standards of Student Conduct