

## STUDENTS

## ADMISSION AND ATTENDANCE

§8-17      Attendance: Absence and TardinessA.      Attendance.

All students have a responsibility to attend all scheduled classes and other assigned activities unless excused by the principal. Appropriate disciplinary measures may be taken against students who fail to accept this responsibility.

B.      Absence.

Absence from school for any period of time will result in loss of learning; it is important for each student to be present whenever possible to take full advantage of the educational opportunities offered by the school. All students who are absent will be required to make up all significant work missed, except as provided by the principal for suspension absences.

Excused absences.

There are circumstances that may prevent a student's attendance in school. Such absences, when justifiable, are classified as excused absences for which there is no penalty.

Principals shall excuse students who are absent for any of the following reasons:

1.      personal illness
2.      death in the family
3.      medical or dental appointments
4.      court appearances

In addition, Principals may excuse students who are absent for any of the following reasons:

5.      illness in the immediate family that requires the student to be absent
6.      emergencies that require the student to be absent
7.      trips or activities that enhance or extend the student's education, when approved by the Principal in advance.

(continued)

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## ADMISSION AND ATTENDANCE

§8-17      Attendance: Absence and Tardiness (continued)Observance of a Religious Holiday.

Any student excused for observance of a religious holiday, and for whom verification is received as hereafter provided, shall not be deprived of any award or of eligibility or opportunity to compete for any award, or of the right to take an alternate test or examination, for any the student missed by reason of such absence. The parent or guardian of such student shall provide written verification to the principal of the need for such absence and the participation by such student in the observance of the religious holiday.

Unexcused absences.

All absences not excused by the Principal or caused by a student's suspension from school are classified as unexcused absences, which shall result in appropriate disciplinary measures.

Suspension absences.

Absences caused by a student's suspension from school are classified as suspension absences. Principals shall establish procedures to be followed in their schools regarding suspension absences. Students removed from school may or may not be required to make up school work missed depending upon the length of the suspension, other individual considerations and circumstances and the policies established by the principal for such suspension absences.

C.      Make-up work missed because of absence.

Whenever a student is absent, whether an excused or unexcused absence or a suspension absence, if the principal requires make-up work, a reasonable amount of time, consistent with the length of the absence, will be given the student to make up the work missed. Upon return from absence, the student is responsible to initiate immediate action to make up the work. Upon such request of the student, the teacher is responsible to provide assignments, tests, and other work that must be made up and to inform the student clearly when make-up work for which grades will be given is due. Failure to complete such make-up work within the time allowed will result in a failing grade for those assignments, tests, or other work. Make-up work turned in within the time allowed will be graded on the same basis as other work.

(continued)

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§8-17      Attendance: Absence and Tardiness (continued)D.      Truancy.

Truancy is the willful action of a student to absent himself or herself from school or from an assigned class or other required activity. Truancy is an unexcused absence but should be distinguished from other unexcused absences that are due to circumstances that may cause a student to be absent but which are not allowable excuses under this policy. Truancy is a serious offense that warrants stern corrective action on the part of the school and the parents or other adults having control of the student. All cases of truancy shall be reported to parents.

E.      Tardiness.

A student is tardy when he or she arrives at an assigned place after the time his or her school schedule requires him or her to be there. Tardiness may be caused by many things, and teachers and administrators should always determine the reason for tardiness. Occasional tardiness for valid reasons is not a serious offense and should not be dealt with harshly. Repeated or habitual tardiness, however, encourages the formation of undesirable personal habits and disrupts the orderly instructional process of the school. Therefore, corrective action is required and the principal and/or teacher should employ appropriate disciplinary measures.

F.      Excellent Attendance Certificates.

If a school awards certificates for excellence in attendance, that school must present such a certificate to any child having no unexcused absences and no more than five excused absences, exclusive of any properly verified excused absences for observance of a religious holiday as herein provided, in a regular school term.

Legal Reference: Virginia Code § [22.1-254](#)

Adopted: 8/11/70

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