

Jeter-Watson Intermediate School

Covington City Public Schools

Regular school attendance is not solely a best practice philosophy, it is also a mandate, per Virginia Code 22.1-254. This code stipulates that every parent or guardian of a youth between 5 and 18 years of age must send their child to school every day. Covington City Public School (CCPS) works in partnership with parents to ensure that students attend school every day. If, however, any student becomes chronically absent from school without excuse, there are specific laws that CCPS must enforce.

A student is expected to attend school 180 days per school year. Any absence, tardy, or check out shall be deemed **unexcused** until appropriate verification by the parent or guardian is received and reviewed by the principal/designee. If documentation of the absence is not presented to the teacher within 3 days following the absence, the absence will be considered unexcused.

An absence, a tardy, or check out shall be **excused** when a parent/legal guardian indicates to school officials in writing that the absence resulted from one of the following reasons:

1. Personal illness – Parent Note – (limit of 5 per year) A doctor's note is required for over 2 consecutive days.
2. Medical and dental appointments
3. Death in immediate family or household; with a limit of three days for each occurrence, except in extraordinary circumstances
4. Professional or legal appointments
5. Extenuating circumstances with prior approval of the principal

***If a student in grades 4-7 is absent for more than twenty (20) days in any school year, he/she shall be considered for retention. This includes both excused and unexcused days of absence. ***

Regular attendance is essential for success in school. There is a close correlation between school attendance and attendance on the job after leaving school. Attendance is primarily the responsibility of the parent/legal guardian. It is most important that the home and school cooperate and communicate to the fullest extent to ensure proper attendance. Students should not be removed from school during the day unless an emergency situation exists. Students are expected to attend school every day.

Absences

After 3 Unexcused Absences: Phone Call by School Staff

After 5 Unexcused Absences: Referral to School Counselor

After 7 Unexcused Absences: Attendance Meeting: Student, Parent, Teacher, School Counselor, Principal

After 10 Unexcused Absences: Referral to Supervisor of Student Services

After 20 Unexcused Absences: Referral to Truancy Review Team and /or the Family Assistance and Planning Team (FAPT). The school division could file legal proceeding against the parent in the Juvenile and Domestic Relations Court.

Late Arrivals

The school day begins at 7:50 A.M. Students are expected to be their classroom ready to learn at 7:50 A.M. Students not in their classroom at 7:50 A.M. will be marked tardy. This tardy will be considered unexcused unless the child has a note explaining reason for being late.

Students are not considered tardy when the bus arrives late.

If you want your child to eat breakfast, they must arrive by 7:30 A.M. so they will have sufficient time to eat and get to class before 7:50 A.M.

After 5 unexcused late arrivals: parent will be contacted by the school counselor.

After 7 unexcused late arrivals: a parent meeting with the principal or designee.

Check Outs

Dismissal prior to the end of the 3:00 P.M. school day is considered early dismissal and will be coded as such.

After 5 unexcused early dismissals: parent will be contacted by the school counselor

After 7 unexcused early dismissals: a parent meeting with the principal or designee

Make Up Work

Students must make-up work when they are absent. They have one day for every day they are absent.

Perfect Attendance

A student is considered to have perfect attendance if they were present every day that school was in session with no unexcused tardies and/or early dismissals.

Out of District Students

If a student is out of district and has excessive absences/tardies, the student may be denied approval to attend.

§ 22.1-254. Ages of children required to attend.

A. Every parent, guardian, or other person in the Commonwealth having control or charge of any child who will have reached the fifth birthday on or before September 30 of any school year and who has not passed the eighteenth birthday shall, during the period of each year the public schools are in session and for the same number of days and hours per day as the public schools, send such child to a public school or to a private, denominational or parochial school, or have such child taught by a tutor or teacher of qualifications prescribed by the Board of Education and approved by the division Superintendent, or provide for home instruction of such child as described in § 22.1- 254.1.

Truancy

Should these efforts fail and the student misses a total of twenty (20) unexcused days, more serious steps will be taken: the parent and the child will either be referred to a Truancy Review Team and/or the school division will file legal proceedings against the child and/or the parent in the Juvenile and Domestic Relations Court.