



2024-25 Attendance Guidelines Agreement for Students and Parents

ATTENDANCE

Regular attendance and punctuality are crucial for students to benefit fully from the instructional program, develop self-discipline, and build responsibility. Parents play a vital role in ensuring their children attend school consistently and arrive on time. By encouraging regular attendance, parents help their children develop habits that are essential for academic success and future career readiness.

SCHOOL PROCEDURES

1. Student absences will be recorded on a daily basis in each class.
2. Official documentation, shown in Table 1 (below) or a **written** parent note should be sent to school **no later than the third (3rd) day** upon the student's return from the absence.

The contents of the parent's note must include the following:

- A. the student's full name;
- B. the date(s) of the absence(s);
- C. the specific, verifiable reason for the absence, tardiness or early checkout;
- D. the signature of the parent; and
- E. a daytime phone number where a parent can be reached if there are any questions.

Table 1 - Official Documentation Needed for an Absence to Be Considered EXCUSED	
Absences:	Documentation Required:
Personal illness (student may return to school 24 hours after fever/vomiting/diarrhea subsides)	Statement from attending physician or parent note**
Medical/therapist appointment	Statement from attending professional
Death in the immediate family	Memorial from funeral or parent note
Religious observance	Prearranged - Contact school administrator in writing at least 1 week prior to the holiday
Prearranged college visits	Verification letter on college letterhead or parent note
Student court appearance	Subpoena with student's name or note from the court
Other extenuating circumstances	Prearranged - Contact school administrator

****Parent Notes** - Alleghany Highlands Public Schools will accept in each semester (i.e., two nine (9) week grading periods) up to five (5) days of absences to be excused with submission of a parent note in writing. Further absences will require official documentation (from the chart above) to be **Excused** or the absence will remain **Unexcused**. Unused days can NOT be "carried over" to be used in the next semester.

3. Absences without official documentation (see Table 1) are considered unexcused. In order to keep parents informed of absences and the Compulsory School Attendance law, when a student has accumulated five (5) unexcused absences, the parent/guardian will receive a phone call to make an attendance plan. After seven (7) unexcused absences, the parent/guardian will receive a call or letter to come into the school to meet with administration to make changes to the previous attendance plan. After the tenth (10th) unexcused absence, administration will make an attendance referral to the truancy officer in accordance with VAC 22.1-258.

TARDY TO SCHOOL

Any student who reports to school after the bell to begin school will be considered tardy and will be admitted on an excused or unexcused basis. Students who are late because of late buses or other school actions will be given admission slips and counted as present. Other excused tardies are:

- Required court appearance with documentation.
- Medical or dental appointments with documentation.
- Sudden or traumatic disruptions (fire, flood, serious domestic disputes, etc.) of a student's lifestyle.
- Personal illness documented by a note signed by a parent or guardian (after the fifth personal illness tardy, they will be marked unexcused unless a doctor's note is provided).
- A tardy not covered by the above reasons, but considered by the administration to be beyond the control of the student and seen as valid.

Oversleeping, riding with another student, and automobile problems are unexcused tardies. Students who drive to school must accept the responsibilities of being on time, or they will be subject to losing their parking permits.

ADDITIONAL NOTES

It is important that students and parents realize and understand that the tolerance of five (5) days per semester is not to be considered as legitimate or approved days to miss class, but rather they should be used only if necessary and as indicated by this regulation.



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In signing below, I acknowledge that I have received the attendance and tardiness guidelines and have reviewed them with my student.

Parent/Guardian Name (printed)

Parent/Guardian Signature

Date

Student Name (printed)

Student Signature

Date

Parent/Guardian Email address

Parent/Guardian Phone Number(s)

*Please list the phone number(s) you can be reached
at all times