

ATTENDANCE REGULATIONS

Definitions

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- A. **Instructional school day** includes the entire day and/or periods within a regularly scheduled school day for an individual student.
- B. **Excused absence** is an absence of an entire instructional day with a reason, as outlined in this regulation, provided to the school administration by the parent/legal guardian. The parent/ legal guardian should provide the school administration with the reason for the nonattendance prior to the absence or no later than three days following the absence. Excused absence records are maintained for the purposes of Virginia Department of Education (VDOE) reporting.
- C. **Unexcused absence** is an absence where (i) the student misses their scheduled instructional school day in its entirety and (ii) no justification has been received by school personnel within three days of the absence, or the parent/legal guardian provides a reason for the absence that is not outlined in this regulation. The school administration may change an unexcused absence to an excused absence when the parent/legal guardian has provided an acceptable justification. Notification must be received within 10 school days of the absence. Unexcused absence records are maintained for the purposes of VDOE reporting.
- D. **Excused period absence** is an absence of a single class period with a reason. Depending on the cause of the period absence, the reason should be provided by the school administration or by the parent/legal guardian. The school administration/parent/legal guardian should provide the school with the reason for the nonattendance prior to the absence or no later than three days following the absence. Excused period absence records are maintained for the purposes of improving student engagement and reporting to parents/legal guardians.
- E. **Unexcused period absence** is an absence where (i) the student misses a single scheduled instructional class period and (ii) no justification has been received by school personnel within three days of the absence, or the parent/legal guardian provides a reason for the absence that is not outlined in this regulation. The school administration may change an unexcused absence to an excused absence when the parent/legal guardian has provided an acceptable justification. Unexcused period absence records are maintained for the purposes of improving student engagement and reporting to parents/legal guardians.
- F. **Unverified absence** is one for which there has been no contact from the parent/legal guardian. Unverified absences are considered unexcused absences if no contact is received within three days of the absence.
- G. **Verified absence** is one for which a parent/legal guardian has contacted the school and given an explanation for the absence.

- 47 H. **Chronic absence** is the accumulation of excused/unexcused absences that occur for
48 any reason to a total of 10 percent or more of the school year.
49
- 50 I. **Truancy** is the accumulation of five or more unexcused or unverified absences within
51 an academic year. The Commonwealth of Virginia's truancy laws specify that all
52 children must attend school every day.
53
- 54 J. **Tardy** is a term used to describe arriving at school, or to a classroom, after the start of
55 the day or class period.
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- 57 K. **Attendance conference** is a face-to-face meeting or an interaction that is conducted
58 through the use of communication technology. A conference must be held after the
59 sixth unexcused absence, and must involve, at a minimum, the school principal or
60 designee, the parents/legal guardians, and the student, where appropriate. The
61 conference may also include the school counselor, school social worker, school
62 psychologist, intervention specialist and community representatives, if appropriate, for
63 resolving issues related to nonattendance and revisions to the current attendance plan
64 if necessary.
65
- 66 L. **Attendance plan** is a plan developed jointly by a school representative, such as a
67 school principal or designee, and the student to resolve the student's nonattendance and
68 engage the student in regular school attendance. An attendance plan shall be developed
69 if the student has five unexcused absences or an established pattern of unexcused period
70 absences. Interventions and/or meetings are documented in the student information
71 system.
72
- 73 M. **Court referral** means filing a complaint to the Juvenile and Domestic Relations Court
74 after direct contact has been made with the student's parents/legal guardians and the
75 student has an 11th unexcused absence. Documentation of interventions regarding the
76 student's unexcused absences, such as copies of the attendance plan, documentation of
77 conference meetings, and compliance with § 22.1-258 of the Code of Virginia must be
78 provided to the intake officer
79
- 80 N. **Multi-disciplinary team** is a school-based team that may be convened to review
81 student records and to participate in prevention, early intervention, and provision of
82 support services to address excessive absences/period absences, including school-
83 based case management. These services should address academic, social, emotional,
84 and familial issues in order to improve regular full-day school attendance. Team
85 members may include, but are not limited to, the following: an administrator, school
86 counselor, school social worker or school psychologist, special education and general
87 education teachers, and attendance officer. Community providers may also attend, as
88 appropriate.
89
- 90 O. **Parent/legal guardian** means the parent(s), legal guardian(s), legal custodian(s), or
91 other person(s) having legal control or charge of the student.
92

93 P. **Principal or designee** means the school principal, other administrator or other school
94 official designated by the principal to meet the requirements of this regulation.
95

96 **Attendance Coding**

97
98 Alexandria City Public Schools (ACPS) strictly adheres to the Commonwealth of Virginia’s
99 Compulsory Attendance Law (22.1-258) and the Virginia Administrative Code (8 VAC 20-730-
100 10), to establish and enforce attendance guidelines. These attendance regulations implement
101 Policy JEA - Compulsory Attendance and JED - Student Absences/Excuses/Dismissals.
102

103 One of the attendance codes listed in Regulation JEA-R2/JED-R2 - Attendance Codes must be
104 entered for each student in every period, every school day.
105

106 **Procedures**

107
108 **A. Attendance Record Keeping**

109 Principals must arrange to have verified absences entered into the student information
110 system no later than the first hour of the school day in elementary schools, and by the
111 end of first period in middle and high schools. All assigned classroom teachers, school
112 registrars, or administrative assistants assigned to manage attendance are required to
113 accurately code student attendance each class, each day. School Administrators are
114 responsible for monitoring this activity.
115

116 Parents/legal guardians will be notified each day via text, email, and phone when
117 necessary when students are absent from school without parent/legal guardian
118 notification, and reminded of the need to contact the school as soon as possible.
119

120 Parents/legal guardians of secondary students will be notified if the student was absent
121 from any classes without parent/legal guardian notification and will be asked to contact
122 the school.
123

124 Student attendance records may be amended from an unverified absence to an excused
125 or unexcused absence after parent/legal guardian contact has been made with
126 designated school personnel. A parent/legal guardian must contact the school within
127 three school days to request changes to student records.
128

129 1. VDOE Attendance Documentation Regulations

130 The VDOE monitors ACPS student attendance data and interventions, particularly
131 in cases of chronic absenteeism. Per the VDOE, ACPS’ method for reporting all-
132 day absences to the VDOE, particularly at the secondary level, are instances where
133 a student misses *all* periods within a given school day.
134

135 The VDOE collects information regarding unexcused absences at the following
136 intervals:
137

- 138 ● Fall semester: October 1

- 139 ● Spring semester: March 31
- 140 ● End of the school year: June 30
- 141 ● Summer semester: August 30

142
143 VDOE’s accountability measures include stringent monitoring of the Division’s
144 electronic documentation of attendance interventions in three specific areas:

- 145 ● Documentation of an Attendance Plan Code.
146 This field must be completed at the fifth unexcused absence.
- 147 ● Documentation of an Attendance Conference Code.
148 This field must be completed at the seventh unexcused absence.
- 149 ● Documentation of a Court Referral/Complaint Proceedings Code
150 This field must be completed at the 11th unexcused absence.

151
152 2. Documenting Ten Day “No Show” Procedures in September
153 The Virginia Administrative Code (8 VAC 20-730-30) states:

154
155 “Data collection shall begin on the first day students attend for the school year.
156 Each school division shall provide student level attendance data for each student
157 that includes the number of unexcused absences in a manner prescribed by the
158 Virginia Department of Education. A student’s attendance is cumulative and begins
159 on the first official day of the school year or the first day the student is officially
160 enrolled. All nonattendance days are cumulative and begin with the first absence.
161 For purposes of this data collection, truancy shall start with the first unexcused
162 absence and will be cumulative.”

163
164 All students who are officially registered and actively enrolled in school division
165 records should be counted as absent for nonattendance until acceptable verification
166 stating otherwise is provided. Students who are absent due to extended vacations,
167 overseas travel, and matters that are otherwise defined as “unexcused” shall be
168 marked accordingly.

169
170 **B. All-day Absences**

171 In compliance with the Virginia Administrative Code, ACPS calculates all-day
172 absences at the secondary level to account for when a student misses *all* periods within
173 a school day.

174
175 When a student engages in a pattern of unexcused period absences, the principal or
176 designee, along with the parent/legal guardian and other school support team members,
177 will develop a plan to resolve the situation as soon as possible. This includes:

- 178 ● Conferences with the student, parent/legal guardian, and school staff; and
- 179 ● Development of a plan to remove any barriers to regular attendance, including
180 facilitating connections to community resources and assistance.

181
182 **C. Excused Absences**

- 183 1. Per the Virginia Administrative Code (8 VAC 20-730-10), student absences may
184 be excused, pending verification from the parent/legal guardian and/or another

185 designated professional. Examples of excused absences may include, but are not
 186 limited to, the following conditions:

- 187 a. Medical Illnesses (Physical, Mental, or Substance Abuse). Injury.
- 188 b. Legal obligations.
- 189 c. Military obligations.
- 190 d. Medical and dental procedures and/or examinations.
- 191 e. Observance of a religious holiday.
- 192 f. Student court hearings.
- 193 g. Students who have been approved to participate in school sponsored activities
 194 (inside and outside of the school building).
- 195 h. Students who have been assigned In-School (ISS), Alternate Instructional
 196 Support (AIS) Center or Out-of-School Suspension (OSS).
- 197 i. Family emergencies (loss of a loved one, unexpected residence dislocation,
 198 critical injuries to family members, etc.). Parents/legal guardians are expected
 199 to plan extended travel and vacation days around ACPS scheduled breaks and
 200 approved holidays.
- 201 j. ACPS transportation services related delays.
- 202 k. For middle and high school students, one school day per school year to engage
 203 in a civic event.
- 204 l. A maximum of five school days per academic year for participation in a 4-H
 205 educational program or activity; no credit will be provided for a student whose
 206 participation in a 4-H educational program or activity occurs during scheduled
 207 Standards of Learning assessments or during any period of time that the student
 208 is suspended or expelled from school; the student's principal or assistant
 209 principal may request a representative of 4-H to provide documentation of a
 210 student's participation in order for the student's absence to be excused.
- 211 m. Subject to guidelines established by the Virginia Department of Education,
 212 students who are members of a state- or federally-recognized tribal nation that
 213 is headquartered in Virginia shall be granted one excused absence per
 214 academic year to attend such nation's pow wow gathering provided that the
 215 student's parent provides the student's school advance notice of the absence in
 216 the manner required by the school.

217 218 2. Pre-Arranged Excused Absences

219 Pre-Arranged absences requests may be submitted in specific situations. Examples
 220 of activities that may constitute a pre-arranged excuse absence include, (with
 221 documentation), but are not limited to:

- 222 a. Visitation with family members deployed in the U.S. Military and Armed
 223 Forces
- 224 b. Visitation with incarcerated caregivers
- 225 c. Appointments with military recruiters
- 226 d. Appointments with college/university admissions departments
- 227 e. School students, ages 12 and under, who cannot be left at home
 228 alone/unsupervised, while a parent/legal guardian is on professional travel for
 229 employment related activities.

230

231 Pre-Arranged absences requests must be submitted at least five days prior to the
232 scheduled absence and advance approval of each pre-arranged absence must be
233 granted by the school administration. Documentation of a student’s participation in
234 the above noted activities must be provided no later than three days after the event
235 is complete.
236

237 3. Medical Illnesses (Physical, Mental, Substance Abuse)

- 238 a. Parents/legal guardians may initially inform school staff of student illnesses via
239 verbal or written notification.
240 b. When a student is unable to attend school due to illness, the legal guardian or
241 physician must submit documentation verifying the incident prior to the
242 absence, or provide written verification of the illness no later than three days
243 following the absence.
244 c. When students are absent for three or more consecutive school days, or 10 or
245 more absences within a given school year, due to illness an official note from a
246 physician must be submitted to the school. Failure to present a doctor’s note
247 after three consecutive sick days may result in an unexcused absence. The
248 principal or designee must request the parent/legal guardian obtain this
249 documentation from a physician.
250 d. The principal or designee must make reasonable efforts to support the family in
251 obtaining supporting documentation from a physician validating the medical
252 reason for the absences.
253 e. When illnesses occur in frequent or excessive patterns, school support team
254 members may implement appropriate interventions of support, including a
255 student Health Care Plan. A Health Care Plan should be considered after the
256 student has accumulated 10 sick days within a school year.
257

258 **D. Unexcused Absences**

259 Per the Virginia Administrative Code (8 VAC 20-730-10) an unexcused absence occurs
260 when (i) the student misses their scheduled instructional school day in its entirety and
261 (ii) no indication has been received by school personnel within three days of the
262 absence, or the parent/legal guardian provides a reason for the absence that is not
263 outlined in this regulation.
264

265 A student is considered truant at the accumulation of 11 or more unexcused absences
266 within an academic year.
267

268 **1. Consequences of Truant Behavior**

269 a. Student Consequences

- 270 i. Loss of critical instructional time
271 ii. Students may experience low academic achievement.
272 iii. Students may experience feelings of isolation and disengagement.
273 iv. Students may be officially withdrawn from school (after 15 consecutive
274 days).
275 v. Students may be referred to the Alexandria Court’s Attendance Review
276 Panel.

- 277 vi. Truant Outreach Specialists may file a CHINS (Child In Need Of
278 Supervision) Petition with the Juvenile and Domestic Relations Court as
279 defined in Virginia Code § 16.1-228 ,§ 16.1-241.2, 16.1-278.5 and 16.1-
280 278.4 and may result in:
- 281 ● Students may be sanctioned to participate in juvenile probation
282 monitoring and supervision.
 - 283 ● Students may be sanctioned by the court to participate in community
284 service projects.
 - 285 ● Students may be sanctioned by the court to participate in mental health
286 treatment.
 - 287 ● The court may order placement in the Alexandria Sheltercare Program
288 of Northern Virginia or the Northern Virginia Juvenile Detention
289 Center.
 - 290 ● Students may be placed outside the home with a relative, child welfare
291 agency, private organization or facility, or in the care and legal custody
292 of a social service agency.
 - 293 ● The Court may suspend or revoke a student’s driver’s license.

294
295 b. Parent/Legal Guardian Consequences

- 296 i. Referral to the Alexandria Court’s Attendance Review Panel
- 297 ii. The Truancy Outreach Specialist may file a complaint to the Alexandria
298 Juvenile and Domestic Relations Court against a parent/legal guardian,
299 pursuant to Virginia Code §§ 22.1-262, 16.1-228 , 16.1-241.2, 16.1-278.5
300 and 16.1-278.4, which may result in:
 - 301 ● The parent/legal guardian may be required to participate in mental
302 health treatment.
 - 303 ● The parent/legal guardian may be sanctioned to pay excessive fines.
 - 304 ● The parent/legal guardians may be sentenced to jail (when court orders
305 are violated).
 - 306 ● Children may be removed from the parents’/legal guardians’ physical
307 care and may be placed outside the home with a relative, child welfare
308 agency, private organization or facility, or in the care and legal custody
309 of a social service agency.
 - 310 ● Missed time from work/lost wages

311
312 E. **Early Release**

313 When a student leaves the school premises during regular school hours for any reason,
314 parents/legal guardians must provide advance notice and written permission.
315 Parents/legal guardians of elementary students must sign the school release log.
316 Parents/legal guardians of secondary students must arrange for early release through
317 the school attendance office and comply with release procedures.

318
319 A principal may not release a student during the school day to any person not authorized
320 to assume responsibility for the student. All students, including declared adult students
321 age 18-years or older, must comply with established release procedures. Records of

322 early release will be maintained. If school staff identify a pattern of early release from
323 school, interventions may be required.

324
325 **F. Tardiness**

326 Although excessive tardiness to school is not specified in the Virginia Compulsory
327 Attendance Codes, it is a critical factor that impacts the overall academic experience
328 and success of students. Tardiness encompasses any variation of time that extends
329 beyond the principal’s documented start time for the school day or class period.

330
331 Any student arriving after the official start of the class or school day will be considered
332 tardy. When students arrive tardy to school they must adhere to the appropriate school-
333 based check-in procedures, as outlined by the school administration. Records regarding
334 tardiness will be maintained in student records.

335
336 Parents/legal guardians are expected to provide verbal and/or written notification to
337 designated school personnel each time a student is tardy to school.

338
339 Examples of **excused tardies** may include, but are not limited to, the following:

340
341 Medical and dental examinations

- 342 1. Student court hearings
343 2. Students who have been approved to participate in school-sponsored activities
344 (inside and outside of the school building)
345 3. Critical or isolated family emergencies (death of a loved one, unexpected residency
346 dislocation, critical injuries to family members, etc.) Parents/legal guardians are
347 expected to plan extended travel and vacation days around ACPS scheduled breaks
348 and approved holidays.
349 4. ACPS transportation services related delays.

350
351 Tardies to class during the school day will be excused at the discretion of the principal
352 or designee. When students have accrued an excessive number of unexcused or
353 unverified tardies, the principal or designee, along with the parent/legal guardian and
354 other school support team members, must develop a plan to resolve the situation as
355 soon as possible.

356
357 **G. Fifteen Consecutive Absences**

358 Any student who is absent from school for 15 consecutive days will be officially
359 withdrawn from school, per the compulsory attendance expectations noted in the
360 Virginia Code 22.1-254. In such cases, the school principal, or designee, must alert
361 parents/legal guardians in writing at such time that a student is withdrawn from school
362 records. Students who have been withdrawn from ACPS due to 15 consecutive
363 absences are still required, per Virginia Code 22.1-254, to attend another school every
364 day and will be subject to intervention for violation of such laws. When students have
365 been withdrawn from school due to accrual of 15 or more consecutive days absent, the
366 school support staff must make every effort to ensure that the following interventions
367 have occurred:

- 368 1. Re-engagement of the student and parent/legal guardian to confirm the whereabouts
369 of the youth.
370 2. Confirmation of the educational plan for the student.
371 3. Collaboration with the Alexandria Court Services staff regarding interventions and
372 sanctions for students under 18 years of age.
373

374 H. Family Emergencies

375 Students are excused from school when serious family emergencies arise. Examples of
376 such emergencies may include, but are not limited to:

377
378 Death of/funeral services for immediate or close family members;

- 379 1. Impending or immediate loss of housing and family dislocation/displacement;
380 2. Severe medical trauma of immediate family members; or
381 3. Other; including unanticipated/required travel related to the adoption of a child.
382

383 Students who are absent for three or more consecutive school days for a family
384 emergency must provide supporting documentation no later than three days after the
385 absence has occurred.
386

387 Family emergencies do not include family travel, vacation activities, non-ACPS
388 sponsored recreational activities, or personal appointments to accompany parents/legal
389 guardians.
390

391 I. Visitation of Family Members and Caregivers

392
393 Students are excused for activities related to visitation with family members deployed
394 in the U.S. Military and Armed Forces, or visitation with incarcerated caregivers.
395 Students absent for more than three days, either consecutive or cumulative, under this
396 provision must provide proof of the family member deployment or caregiver
397 incarceration.
398

399 J. School Activities

400 School activities include approved and verifiable activities related to campus sports,
401 band, ROTC, choir, or other official academic clubs sponsored by an ACPS staff
402 member. Activity sponsors or department chairs must verify and communicate
403 activities to designated teachers and staff that are responsible for managing student
404 attendance records before or immediately following the school activity. Additional
405 examples of excused school activities may include (with documentation):

- 406 1. School based meetings with ACPS staff (with documentation)
407 2. Appointments with military recruiters (with documentation)
408 3. Appointments with college/university/other school admissions departments (with
409 documentation)
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413

K. Family Travel

Parents/legal guardians are expected to plan extended travel and vacation days around ACPS scheduled breaks and approved holidays. Students who are absent due to vacations or family travel will be marked as “unexcused,” even if it is prearranged.

L. School Transfers

All students assigned to a designated school per a transfer (administrative, programmatic, sibling, non-resident employee student) must adhere to all ACPS attendance regulations regarding absences and timeliness to school.

M. Homelessness

Students experiencing homelessness or long-term precarious housing situations are not excused from compulsory attendance laws. Students are expected to attend school while working with their assigned school social worker and/or Division homeless education liaison to address factors that may be impacting permanent shelter and basic family needs.

N. High School to Work Partnerships

Students participating in approved High School to Work Partnerships are not marked as absent.

Attendance Recording Related to Virtual Learning

Student attendance will be recorded in each class daily, whether teaching and learning occurs via in-person instruction, via live streamed content, or through other forms of student meaningful engagement. While maintaining consistency with Policies JEA and JED, methods of determining student attendance and/or meaningful engagement may be modified from traditional methods in the virtual-learning environment. Methods of determining student attendance in a virtual learning environment include:

- Virtual presence for a synchronous online lesson
- Login time to a learning management system
- Activity log on a learning management system
- Total time log on a learning management system
- Phone call or real-time online chat
- Timestamp for posts or submissions
- Participation in a synchronous online lesson
- Demonstrated evidence of engagement with peers for collaborative work
- Engagement on a discussion board
- Submission of task or assignment
- “View” tracker for asynchronous online lesson
- Other similar evidence of synchronous or asynchronous meaningful engagement

Attendance recording procedures for students participating virtually are the same as for students participating in person. Examples include but are not limited to:

- The compulsory student attendance requirements of Va. Code § 22.1-254 remain in effect for students participating in virtual learning.

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- In accordance with this regulation, parents/legal guardians will be notified when students are absent (without prior parent/legal guardian notification to the school) and reminded of the need to contact the school as soon as possible.
- Excused absences will continue to be requested/reported through traditional channels by contacting the school as outlined in this regulation.
- Absences due to technology systems failures for virtual learning students (inability to log in to the live stream, loss of internet connection, etc.), will be converted from an unexcused absence to an excused absence once a parent/legal guardian has contacted the school and given an explanation for the absence in accordance with this regulation.
- Student support teams and administrators, in consultation with teachers, will provide students who demonstrate a pattern of repeated absences with appropriate interventions. Such interventions are outlined in Policy JED, and may include student and parent/legal guardian conferences, referrals to community resources, engagement with the school's Student Support Team, referrals to substance abuse supports, etc. Interventions are individualized based upon the reasons for and frequency of the nonattendance.

Established: July 6, 2018
 Revised: September 7, 2018
 Revised: September 10, 2020
 Revised: October 21, 2021

Legal Refs.: Code of Virginia, §§16.1-241.2, 16.1-254, 22.1-227.1, 22.1-254, 22.1-258, 22.1-259, 22.1-260, 22.1-262, 22.1-265, 22.1-279.3, 46.2-323, 46.2-334.01, and 54.1-3900.

8 VAC 20-110-100.
 8 VAC 20-110-130.
 8 VAC 20-730-10.
 8 VAC 20-730-30.

Phase Guidance for Virginia Schools, Virginia Department of Health (VDH), (July 1, 2020), <https://www.governor.virginia.gov/media/governorvirginiagov/governor-of-virginia/pdf/Final-Phase-Guidance-for-Virginia-Schools-6.9.20.pdf>.

Cross Refs.: IGAJ Driver Education
 JEA Compulsory Attendance
 JED Student Absences/Excuses/Dismissals
 JEG Exclusions and Exemptions from School Attendance
 JFC Student Conduct

DRAFT

ATTENDANCE REGULATIONS

Commented [1]: This is an ACPS document, there is no VSBA model policy.

~~I. ATTENDANCE RECORDING RELATED TO VIRTUAL LEARNING COVID-19~~

Commented [MS2]: Reference related to virtual learning moved to the end of the regulation.

~~• Student attendance will be recorded in each class daily, whether teaching and learning occurs via in-person instruction or live-streamed content. While maintaining consistency with Policies JEA and JED, attendance recording procedures may be modified from traditional methods in the virtual learning environment.~~

~~• The compulsory student attendance requirements of Va. Code § 22.1-254 remain in effect.~~

~~• In accordance with Section V of this regulation, parents/guardians will be notified when students are absent (without prior parent/guardian notification to the school) and reminded of the need to contact the school as soon as possible.~~

~~• Excused absences will continue to be requested/reported through traditional channels by contacting the school as outlined in Section V. of this regulation.~~

~~• Absences due to technology systems failures for quarantining students (inability to log in to the live stream, loss of internet connection, etc.), will be converted from an unexcused absence to an excused absence once a parent/guardian has contacted the school and given an explanation for the absence in accordance with Section V of this regulation.~~

~~• Student support teams and administrators, in consultation with teachers, will provide students who demonstrate a pattern of repeated absences with appropriate interventions. Such interventions are outlined in Policy JED, and may include student and parent/guardian conferences, referrals to community resources, engagement with the school's Student Support Team, referrals to substance abuse supports, etc. Interventions are individualized based upon the reasons for and frequency of the nonattendance.~~

~~Unless modified above, all other provisions of this regulation remain in effect.~~

H. PURPOSE

~~These regulations outline:~~

~~• Alexandria City Public Schools' (ACPS) Attendance Policy;~~

~~• The regulations by which the school division monitors and responds to truant activity; and~~

~~• The consequences of truant behaviors.~~

III. DefinitionsDEFINITIONS

A. **Instructional school day** includes the entire day and/or periods within a regularly scheduled school day for an individual student.

47 B. **Excused absence** is an absence of an entire instructional day with a reason, as outlined
48 in this regulation, provided to the school administration by the parent/legal guardian.
49 The parent/legal guardian should provide the school administration with the reason for
50 the nonattendance prior to the absence or no later than three 3-days following the
51 absence. Excused absence records are maintained for the purposes of Virginia
52 Department of Education -(VDOE) reporting.

53
54 C. **Unexcused absence** is an absence where (i) the student misses their his/her-scheduled
55 instructional school day in its entirety and (ii) no justification has been received by
56 school personnel within three days of the absence, or the parent/guardianlegal guardian
57 provides a reason for the absence that is not outlined in this regulation. The school
58 administration may change an unexcused absence to an excused absence when the
59 parent/guardianlegal guardian has provided an acceptable justification. Notification
60 must be received within 10 school days of the absence.- Unexcused absence records are
61 maintained for the purposes of VDOE reporting.

62
63 D. Excused period absence is an absence of a single class period with a reason.
64 Depending on the cause of the period absence, the reason should be provided by the
65 school administration or by the parent/guardianlegal guardian. The school
66 administration/ parent/guardianlegal guardian should provide the school with the
67 reason for the nonattendance prior to the absence or no later than three 3-days following
68 the absence. Excused period absence records are maintained for the purposes of
69 improving student engagement and reporting to parents/guardianlegal guardians.

70
71 E. Unexcused period absence is an absence where (i) the student misses a single
72 scheduled instructional class period and (ii) no justification has been received by school
73 personnel within three days of the absence, or the parent/guardianlegal guardian
74 provides a reason for the absence that is not outlined in this regulation. The school
75 administration may change an unexcused absence to an excused absence when the
76 parent/guardianlegal guardian has provided an acceptable justification. Unexcused
77 period absence records are maintained for the purposes of improving purposes
78 improving student engagement and reporting to parents/legal guardians.

Commented [3]: Added the concept of period attendance as separate from VDOE reporting.

79
80 ~~D.F.~~ **Unverified absence** is one for which there has been no contact from the
81 parent/guardianlegal guardian. Unverified absences will be converted to are considered
82 unexcused absences if no contact is received within three 3-days of the absence.

83
84 ~~E.G.~~ **Verified absence** is one for which a parent/guardianlegal guardian has contacted
85 the school and given an explanation for the absence.

86
87 ~~F.H.~~ **Chronic absence** is the accumulation of excused/unexcused absences that occur
88 for any reason to a total of 10ten percent or more of the school year.

89
90 ~~G.I.~~ **Truancy** is the accumulation of five or more unexcused or unverified absences
91 within an academic year. The Commonwealth of Virginia's truancy laws specify that
92 all children must attend school every day.

93
94 **H.J. Tardy** is a term used to describe arriving at school, or to a classroom, after the start
95 of the day or class period.

96
97 **H.K. Attendance conference** is a face-to-face meeting or an interaction that is conducted
98 through the use of communication technology. A conference must be held after the
99 sixth unexcused absence, and must involve, at a minimum, [the school principal or](#)
100 [designee](#) ~~school administrator~~, the parents/[guardian](#)[legal guardians](#), and the student,
101 where appropriate. The conference may also include the school counselor, school social
102 worker, school psychologist, intervention specialist and community representatives, if
103 appropriate, for resolving issues related to nonattendance and revisions to the current
104 attendance plan if necessary.

105
106 **H.L. Attendance plan** is a plan developed jointly by a school representative, such as a
107 school principal or designee, and the student to resolve the student's nonattendance and
108 engage the student in regular school attendance. An attendance plan shall be developed
109 if the student has five unexcused absences [or an established pattern of unexcused period](#)
110 [absences](#). Interventions and/or meetings are documented in the student information
111 system.

Commented [MS4]: Added to support efforts to address chronic absenteeism.

112
113 **H.M. Court referral** means filing a complaint to the Juvenile and Domestic Relations
114 Court after direct contact has been made with the student's parents/[guardian](#)[legal](#)
115 [guardians](#) and the student has [an eleventh \(11th\) seventh](#) unexcused absence.
116 Documentation of interventions regarding the student's unexcused absences, such as
117 copies of the attendance plan, documentation of conference meetings, and compliance
118 with § 22.1-258 of the Code of Virginia must be provided to the intake ~~officer~~[worker](#).

Commented [MS5]: Per the Code

119
120 **H.N. Multi-disciplinary team** is a school-based team that may be convened to review
121 student records and to participate in prevention, early intervention, and provision of
122 support services to address excessive absences/[period absences](#), including school-
123 based case management. These services should address academic, social, emotional,
124 and familial issues in order to improve regular [full-day](#) school attendance. Team
125 members may include, but are not limited to, the following: an administrator, school
126 counselor, school social worker or school psychologist, special education and general
127 education teachers, and attendance officer. Community providers may also attend, as
128 appropriate.

129
130 **H.O. Parent/[guardian](#)[legal guardian](#)** means the parent(s), legal guardian(s), legal
131 custodian(s), or other person(s) having legal control or charge of the student.

132
133 **—Principal or designee** means the school principal, other administrator or other school
134 official designated by the principal to meet the requirements of this regulation.

135 **N.P.**

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137 **IV. [Attendance Coding](#)ATTENDANCE CODING**

File: JEA-R/JED-R

Alexandria City Public Schools (ACPS) strictly adheres to the Commonwealth of Virginia’s Compulsory Attendance Law (22.1-258) and the Virginia Administrative Code (8 VAC 20-730-10), to establish and enforce attendance guidelines. These attendance regulations implement Policy JEA -(Compulsory Attendance)-, and JED - Student Absences/Excuses/Dismissals.

One of the following attendance codes listed in Regulation JEA-R2/JED-R2 - Attendance Codes shall must be entered for each student in every period, every school day.

CODE	ATTENDANCE CATEGORY	DESCRIPTION	ADDITIONAL CONSIDERATIONS
Default Codes			
No Code Required	PRESENT	Automatic attendance default code Student is present in class and arrived on time.	This is the default attendance code that every student is assigned. The teacher must change the student record in Power Teacher if the student is not present. If the teacher does not take attendance, then the code of “present” will serve as the student’s attendance code for that day or for the class.
A	UNVERIFIED	Default code for absent	This code is used when a teacher takes attendance and indicates the student is not in class. It indicates that the school division has not received any information about the absence from the family or other authorized sources.
Absence Codes			
D	COURT/LEGAL	This code signifies that an official court/legal document or verbal verification from a court representative has been received.	To be used when there is official verification that supports the student’s participation in a court hearing or other mandated, legal activities.
F	FAMILY EMERGENCY	This code signifies that a certified death of a loved one has occurred or that a family medical emergency or displacement has been verified.	Parent/guardian must notify the school and provide documentation for such absences. This code is not used to excuse family vacations.
G	SHELTERCARE	This code is used when students are attending school during the day at the	

Commented [MS6]: Table moved to the new regulation to support revision of list.

		Sheltercare program per court placement.	
H	HOMEBOUND	<p>This code is used when a student is approved to receive homebound instruction services following receipt of the medical certification of need per state regulations. Homebound instruction may be rendered due to the following conditions:</p> <ul style="list-style-type: none"> ● Chronic Physical or Mental Illness ● Hospitalization ● Maternity/Paternity Leave ● Extenuating Critical Circumstances 	<p>The school counselor and homebound coordinator will facilitate this process and designate the start and end dates of homebound services. Decisions regarding homebound instruction will be communicated to the school registrar and related school support team members.</p>
I	ILLNESS	<p>Parent/guardian must provide verification (verbal and written) of a student's illness.</p> <p>This code is also used when official documentation is submitted by a medical facility, to verify absences related to any physical or mental health condition.</p>	<p>When a student is unable to attend school due to illness, the guardian or physician must submit documentation verifying the incident prior to the absence, or provide written verification of the illness no later than 3 days following the absence.</p> <p>Chronic/Extended Illness When students are pervasively absent due to a chronic illness or disability, official documentation from a physician must be presented to the school.</p> <p>When illnesses occur in frequent or excessive patterns, it is deemed best practice to consult with the school nurse, administrator, and relevant school support team members to implement appropriate interventions of support, including a Health Care Plan.</p>
P	IN-SCHOOL SUSPENSION	<p>This code is used when a student is absent from class because the school administration has assigned the</p>	<p>The parent/guardian will be notified of the suspension start and end date. The student must</p>

		student an in-school suspension (ISS) or to an Alternate Instructional Support (AIS) Center.	return to class on the date indicated by the administration.
R	RELIGION?	This code includes any absences affiliated with students' professed faith-based practices or religious traditions.	A student is excused from class when the absence is affiliated with the student's professed faith or religious traditions. No student is deprived of any award or eligibility or the opportunity to compete for any award, due to such an absence if the absence is verified. Students who miss an assessment, assignment deadline, etc., due to observance of a religious holiday may not be penalized. Students must be given the opportunity to receive the missed instruction, submit the work, or complete the assessment on an alternate date.
C	CIVIC ENGAGEMENT	This code may be used by secondary students to engage in a civic or political event.	Secondary students are excused from class ONE full day per school year when the absence is to engage in a civic or political event and the absence is verified.
U	UNEXCUSED	Unexcused absences include instances in which the student misses a class or an instructional school day without justification or verification. Examples may include family travel, loitering, missing the bus, or oversleeping. Family vacations during the school year will be marked as unexcused absences.	An unexcused absence includes instances in which the student misses a class or an instructional school day in its entirety and no indication has been received by school personnel within 3 days of the absence. This also includes instances in which the parent/guardian provides a reason for the absence that is not outlined in this regulation. The school administration may change an unexcused absence to an excused absence when the parent/guardian has provided an acceptable justification, per Virginia attendance codes.
V	SCHOOL ACTIVITY	School activities include approved and verified absences that may include	Activity sponsors or department chairs must verify and communicate activities to

		activities related to campus sports, band, ROTC, choir, or other academic clubs sponsored by an official ACPS staff member. This code also includes excused absences resulting from student meetings with school administration and other staff members during the school day.	designated teachers and staff who are responsible for managing student attendance records before, or immediately following the school activity.
S	SUSPENDED (Out of School)	This code is used when a student is absent from class because the school administration has assigned a suspension out of school.	The parent/guardian will be notified of the suspension/exclusion start and end date. The student must return on the date indicated by the school administration.
Tardy Codes			
T	TARDY	Tardies include any unexcused or unverified late arrival to class.	This is the default code entered by teachers to indicate that a student was tardy to class without justification or verification.
E	EXCUSED TARDY	Verification can include written or verbal communication from a doctor's office, court, school staff, community agency representative or parent/guardian.	Excused tardies may include instances caused by medical illnesses, court proceedings, school sponsored activities, ACPS transportation services related delays, or inclement weather related conditions. Excused tardies do not include instances such as missing the bus, oversleeping, or other personal anecdotal accounts.

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ProceduresPROCEDURES

A. Attendance Record Keeping

Principals must shall arrange to have verified absences entered into the student information system no later than the first hour of the school day in elementary schools, and by the end of first period in middle and high schools. All assigned classroom teachers, school registrars, or administrative assistants assigned to manage attendance shall are required to accurately code student attendance each class, each day. School Administrators are responsible for monitoring this activity.

160 Parents/~~guardian~~legal guardians will be notified each day via text, email, and phone
161 when necessary, using parent/guardian communication methods (~~, via phone, text, and~~
162 ~~email, phone when necessary~~) where available, when students are absent from school
163 or a class period without parent/~~guardian~~legal guardian notification, and reminded of
164 the need to contact the school as soon as possible.
165

166
167 Parents/~~guardian~~legal guardians of secondary students will be notified each evening at
168 least three times per day if the student was absent from any classes without
169 parent/~~guardian~~legal guardian notification, and notification and will be asked to contact
170 the school.
171

172 Student attendance records may be amended from an unverified absence to an excused
173 or unexcused absence after parent/~~guardian~~legal guardian contact has been made with
174 designated school personnel. A parent/~~guardian~~legal guardian must contact the school
175 within ~~three~~35 schools days to request changes to student records.
176

177 1. Virginia Department of Education (VDOE) Attendance Documentation
178 Regulations

179 The VDOE ~~is the primary agent responsible for monitoring~~ ACPS student
180 attendance data and interventions, particularly in cases of chronic absenteeism. Per
181 the VDOE, ACPS' method for calculating/defining reporting all-day absences to
182 the VDOE, particularly at the secondary level, will include are instances where a
183 student misses *all* periods within a given school day.
184

Commented [7]: Reworded to clarify the process

185 The VDOE will collects information regarding unexcused absences at the following
186 intervals:
187

- 188 ● Fall semester: October 1
- 189 ● Spring semester: March 31
- 190 ● End of the school year: June 30
- 191 ● Summer semester: August 30

192
193 VDOE's accountability measures will include stringent monitoring of the
194 Division's electronic documentation of attendance interventions in three specific
195 areas:

- 196 ● Documentation of an Attendance Plan Code.
197 This field must be completed at the fifth5th unexcused absence.
- 198 ● Documentation of an Attendance Conference Code.
199 This field must be completed at the seventh7th6th unexcused absence.
- 200 ● Documentation of a Court Referral/Complaint Proceedings Code
201 This field must be completed at the 11th10th7th unexcused absence.

Commented [MS8]: Per the code

Commented [MS9]: Per the code

202
203 2. Documenting Ten Day "No Show" Procedures in September
204 The Virginia Administrative Code (8 VAC 20-730-30) states:

205
206 “Data collection shall begin on the first day students attend for the school year.
207 Each school division shall provide student level attendance data for each student
208 that includes the number of unexcused absences in a manner prescribed by the
209 Virginia Department of Education. A student’s attendance is cumulative and begins
210 on the first official day of the school year or the first day the student is officially
211 enrolled. All nonattendance days are cumulative and begin with the first absence.
212 For purposes of this data collection, truancy shall start with the first unexcused
213 absence and will be cumulative.”

214
215 All students who are officially registered and actively enrolled in school division
216 records should be counted as absent for nonattendance until acceptable verification
217 stating otherwise is provided. Students who are absent due to extended vacations,
218 overseas travel, and matters that are otherwise defined as “unexcused” shall be
219 marked accordingly.

220
221 **B. ~~Defining All-day Absences~~**

222 In compliance with the Virginia Administrative Code, ACPS calculates all-day
223 absences at the secondary level to account for when a student misses *all* periods within
224 a school day.

225
226 When a student engages in a pattern of unexcused period absences ~~for less than a full~~
227 ~~day, the principal or designee the school social worker,~~ along with the
228 parent/guardian/legal guardian and other school support team members, will develop a
229 plan to resolve the situation as soon as possible. This includes:

- 230 ● Conferences with the student, parent/guardian/legal guardian, and school staff; and
- 231 ● Development of a plan to remove any barriers to regular attendance, including
232 facilitating connections to community resources and assistance; ~~and~~
- 233 ● ~~If necessary, potential referrals to court services.~~

234
235 **C. Excused Absences**

236 1. Per the Virginia Administrative Code (8 VAC 20-730-10), student absences may
237 be excused, pending verification from the parent/guardian/legal guardian and/or
238 another designated professional. Examples of excused absences may include, but
239 are not limited to, the following conditions:

- 240 ~~a. Medical Illnesses (Physical, or Mental, or Substance Abuse). After the student~~
241 ~~has accrued 3 consecutive absences or 10 or more absences within a given~~
242 ~~school year, A the principal or designee must make reasonable efforts to support~~
243 ~~the family in obtaining request that supporting documentation from a physician~~
244 ~~validating the medical reason for the absences. be provided after the student has~~
245 ~~accrued 3 consecutive absences or 10 or more absences within a given school~~
246 ~~year.~~
- 247 a. Injury.
- 248 b. Legal obligations.
- 249 c. Military obligations.
- 250 ~~b.d.~~ Medical and dental procedures and/or examinations.

Commented [10]: Added to align with the VSBA model policy

Commented [MS11]: Moved and revised to improve readability.

- 251 e.e. Observance of a religious holiday.
- 252 d.f. Student court hearings.
- 253 e.g. Students who have been approved to participate in school sponsored activities
- 254 (inside and outside of the school building).
- 255 f.h. Students who have been assigned In-School (ISS), Alternate Instructional
- 256 Support (AIS) Center or Out-of-School Suspension (OSS).
- 257 g.i. Family emergencies (loss of a loved one, unexpected residence dislocation,
- 258 critical injuries to family members, etc.). Parents/~~guardian~~legal guardians are
- 259 expected to plan extended travel and vacation days around ACPS scheduled
- 260 breaks and approved holidays.
- 261 h.j. ACPS transportation services related delays.
- 262 k. Civic Engagement for secondary students (one school day per school year). For
- 263 middle and high school students, one school day per school year to engage in a
- 264 civic event.
- 265 l. A maximum of ~~five~~ school days per academic year for participation in a 4-H
- 266 educational program or activity; no credit will be provided for a student whose
- 267 participation in a 4-H educational program or activity occurs during scheduled
- 268 Standards of Learning assessments or during any period of time that the student
- 269 is suspended or expelled from school; the student's principal or assistant
- 270 principal may request a representative of 4-H to provide documentation of a
- 271 student's participation in order for the student's absence to be excused.
- 272 i.m. Subject to guidelines established by the Virginia Department of Education,
- 273 students who are members of a state- or federally-recognized tribal nation that
- 274 is headquartered in Virginia shall be granted one excused absence per
- 275 academic year to attend such nation's pow wow gathering provided that the
- 276 student's parent provides the student's school advance notice of the absence in
- 277 the manner required by the school.

Commented [MS12]: Per the code.

Commented [13]: Per the enactment of Va. Code § 22.1-207.7 by HB 246/SB 596.

Commented [14]: Per the amendment of Va. Code § 22.1-254 by HB 1022.

2. Pre-Arranged Excused Absences

Pre-Arranged ~~a~~Absences ~~r~~Requests ~~F~~orms may be submitted in specific situations. Examples of activities that may constitute a pre-arranged excuse absence include, (with documentation), but are not limited to:

- a. Visitation with family members deployed in the U.S. Military and Armed Forces
- b. Visitation with incarcerated caregivers
- c. Appointments with military recruiters
- d. Appointments with college/university admissions departments
- e. School students, ages 12 and under, who cannot be left at home alone/unsupervised, while a parent/~~guardian~~legal guardian is on professional travel for employment related activities.

Pre-Arranged ~~a~~Absences ~~r~~Requests ~~F~~orms must be submitted at least ~~five~~ 5 days prior to the scheduled absence and advance approval of each pre-arranged absence must be granted by the school administration. Documentation of a student's participation in the above noted activities must be provided no later than ~~three~~ 3 days after the event is complete.

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3. **Medical Illnesses** (~~Physical, or Mental~~Physical, Mental, Substance Abuse)
- a. Parents/~~guardian~~legal guardians may initially inform school staff of student illnesses via verbal or written notification. ~~A principal must request that documentation from a physician be provided after the student has accrued 10 or more absences within a given school year.~~
 - b. When a student is unable to attend school due to illness, the ~~guardian~~legal guardian or physician must submit documentation verifying the incident prior to the absence, or provide written verification of the illness no later than ~~three~~ 3-days following the absence.
 - a-c. ~~When students are absent for three 3-or more consecutive school days, or 10 or more absences within a given school year, due to illness an official note from a physician must be submitted to the school. Failure to present a doctor's note after three 3-consecutive sick days may result in an unexcused absence. The principal or designee must request the parent/guardian/legal guardian obtain this documentation from a physician.~~
 - d. ~~The principal or designee must make reasonable efforts to support the family in obtaining supporting documentation from a physician validating the medical reason for the absences.~~
 - b-c. When illnesses occur in frequent or excessive patterns, school support team members may implement appropriate interventions of support, including a student Health Care Plan. A Health Care Plan should be considered after the student has accumulated 10 sick days within a school year.
 - e. ~~When students are absent for 3 or more consecutive school days due to illness, an official note from a physician must be submitted to the administrative assistant assigned to manage attendance. Failure to present a doctor's note after 3 consecutive sick days may result in an unexcused absence.~~

Commented [15]: Moved down and revised to improve readability.

Commented [MS16]: Added to improve equitable practices.

Commented [17]: Moved up to improve readability

D. Unexcused Absences

Per the Virginia Administrative Code (8 VAC 20-730-10) an unexcused absence occurs when (i) the student misses ~~his/her~~their scheduled instructional school day in its entirety and (ii) no indication has been received by school personnel within three days of the absence, or the parent/~~guardian~~legal guardian provides a reason for the absence that is not outlined in this regulation.

A student is considered truant at the accumulation of ~~11 five~~ or more unexcused absences within an academic year.

Commented [MS18]: Per the code.

1. Consequences of Truant Behavior

- a. **Student Consequences**
 - i. Loss of critical instructional time
 - ii. Students may experience low academic achievement.
 - iii. Students may experience feelings of isolation and disengagement.
 - iv. Students may be officially withdrawn from school (after 15 consecutive days).

- 342 v. Students may be referred to the Alexandria Court’s Attendance Review
343 Panel.
- 344 vi. ~~Truant Outreach Specialists~~~~School Social Workers~~ may file a CHINS
345 (Child In Need Of Supervision) Petition with the Juvenile and Domestic
346 Relations Court as defined in Virginia Code § 16.1-228 ,§ 16.1-241.2, 16.1-
347 278.5 and 16.1-278.4 and may result in:
- 348 ● Students may be sanctioned to participate in juvenile probation
349 monitoring and supervision.
 - 350 ● Students may be sanctioned by the court to participate in community
351 service projects.
 - 352 ● Students may be sanctioned by the court to participate in mental health
353 treatment.
 - 354 ● The court may order placement ~~in the Alexandria~~~~in Alexandria~~
355 Sheltercare Program of Northern Virginia or the Northern Virginia
356 Juvenile Detention Center.
 - 357 ● Students may be placed outside the home with a relative, child welfare
358 agency, private organization or facility, or in the care and legal custody
359 of a social service agency.
 - 360 ● The Court may suspend or revoke a student’s driver’s license.

361
362 b. ~~Parent~~~~Guardian~~~~Legal Guardian~~ Consequences

- 363 i. Referral to the Alexandria Court’s Attendance Review Panel
 - 364 ii. ~~School Social Workers~~~~The Truancy Outreach Specialist~~ may file a
365 complaint to the Alexandria Juvenile and Domestic Relations Court against
366 a parent/~~guardian~~~~legal guardian~~, pursuant to Virginia Code §§ 22.1-262,
367 16.1-228 , 16.1-241.2, 16.1-278.5 and 16.1-278.4, which may result in:
- 368 ● The parent/~~guardian~~~~legal guardian~~ may be ~~sanctioned~~~~required~~
369 to participate in mental health treatment.
 - 370 ● The parent/~~guardian~~~~legal guardian~~ may be sanctioned to pay excessive
371 fines.
 - 372 ● The parent/~~guardian~~~~legal guardians~~ may be sentenced to jail (when
373 court orders are violated).
 - 374 ● Children may be removed from the parents’/~~guardian~~~~legal guardians~~
375 physical care and may be placed outside the home with a relative, child
376 welfare agency, private organization or facility, or in the care and legal
377 custody of a social service agency.
 - 378 ● Missed time from work/lost wages

379
380 E. **Early Release**

381 When a student leaves the school premises during regular school hours for any reason,
382 parents/~~guardian~~~~legal guardians~~ must provide advance notice and written permission.
383 Parents/~~guardian~~~~legal guardians~~ of elementary students must sign the school release
384 log. Parents/~~guardian~~~~legal guardian~~s of secondary students must arrange for early
385 release through the school attendance office and comply with release procedures.
386

387 A principal ~~shall~~may not release a student during the school day to any person not
388 authorized to assume responsibility for the student. All students, including declared
389 adult students age 18-years or older, must comply with established release procedures.
390 Records of early release will be maintained. If school staff identify a pattern of early
391 release from school, interventions may be required.

392
393 **F. Tardiness**

394 ~~Any student arriving after the official start of the class or school day will be considered~~
395 ~~tardy. When students arrive tardy to school they must adhere to the appropriate school-~~
396 ~~based check-in procedures, as outlined by the school administration. Records regarding~~
397 ~~tardiness will be maintained in student records.~~ Although excessive tardiness to school
398 is not specified in the Virginia Compulsory Attendance Codes, it is a critical factor that
399 impacts the overall academic experience and success of students. Tardiness
400 encompasses any variation of time that extends beyond the principal's documented start
401 time for the school day or class period.

Commented [19]: Moved down to improve readability.

402
403 Any student arriving after the official start of the class or school day will be considered
404 tardy. When students arrive tardy to school they must adhere to the appropriate school-
405 based check-in procedures, as outlined by the school administration. Records regarding
406 tardiness will be maintained in student records.

407
408 Parents/~~guardian~~legal guardians are expected to provide verbal and/or written
409 notification to designated school personnel each time a student is tardy to school.

410 Examples of **excused tardies** may include, but are not limited to, the following:

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413
414 ~~1.~~ Medical and dental examinations
415 ~~2.1.~~ Student court hearings
416 ~~3-2.~~ Students who have been approved to participate in school-sponsored activities
417 (inside and outside of the school building)
418 ~~4.3.~~ Critical or isolated family emergencies (death of a loved one, unexpected residency
419 dislocation, critical injuries to family members, etc.) Parents/~~guardian~~legal
420 guardians are expected to plan extended travel and vacation days around ACPS
421 scheduled breaks and approved holidays.
422 ~~5-4.~~ ACPS transportation services related delays.

423
424 Tardies to class during the school day will be excused at the discretion of the principal
425 or designee. When students have accrued an excessive number of unexcused or
426 unverified tardies, the ~~school social worker principal or designee~~, along with the
427 parent/~~guardian~~legal guardian and other school support team members, must develop a
428 plan to resolve the situation as soon as possible.

429
430 **G. Fifteen Consecutive Absences**

431 Any student who is absent from school for 15 consecutive days will be officially
432 withdrawn from school, per the compulsory attendance expectations noted in the

Virginia Code 22.1-254. In such cases, the school principal, or designee, must alert parents/~~guardian~~legal guardians in writing at such time that a student is withdrawn from school records. Students who have been withdrawn from ACPS due to 15 consecutive absences are still required, per Virginia Code 22.1-254, to attend another school every day and will be subject to intervention for violation of such laws. When students have been withdrawn from school due to accrual of 15 or more consecutive days absent, the school support staff must make every effort to ensure that the following interventions have occurred:

1. ~~Re-engagement~~Re-engagement of the School support staff must re-engage the student and parent/~~guardian~~legal guardian to confirm the whereabouts of the youth.
2. ~~Confirmation of~~School support staff must confirm the educational plan for the student.
3. ~~Collaboration~~School support staff must collaborate with the Alexandria Court Services staff regarding interventions and sanctions for students under 18 years of age.

H. Family Emergencies

Students are excused from school when serious family emergencies arise. Examples of such emergencies may include, but are not limited to:

- ~~4.~~ Death of/funeral services for ~~of~~ immediate or close family members;
- ~~2.1.~~ Impending or immediate loss of housing and family dislocation/displacement;
- ~~3.2.~~ Severe medical trauma of immediate family members; or
- ~~4.3.~~ Other; including unanticipated/required travel related to the adoption of a child.

~~In cases of frequent or extended absence due to a family emergency, (more than 2), additional documentation must be provided no later than 3 days after the absence has occurred. In addition, Ss~~Students who are absent for ~~three~~3 or more consecutive school days ~~for a family emergency or to attend a funeral~~ must provide supporting documentation provide proof of funeral services (e.g., obituary, funeral program, etc.) no later than ~~three~~3 days after the absence has occurred.

Family emergencies do not include family travel, vacation activities, non-ACPS sponsored recreational activities, or personal appointments to accompany parents/~~guardian~~legal guardians.

I. Visitation of Family Members and Caregivers

Students are excused for ~~Exceptions may include~~ activities related to visitation with family members deployed in the U.S. Military and Armed Forces, or visitation with incarcerated caregivers. Students absent for more than three days, either consecutive or cumulative, under this provision must provide proof of the family member deployment or caregiver incarceration.

Commented [20]: Separated from the Family Emergencies section as these are different ideas.

478 **H.J. School Activities**

479 School activities include approved and verifiable activities related to campus sports,
480 band, ROTC, choir, or other official academic clubs sponsored by an ~~official~~ ACPS
481 staff member. Activity sponsors or department chairs must verify and communicate
482 activities to designated teachers and staff that are responsible for managing student
483 attendance records before, or immediately following the school activity. Additional
484 examples of excused school activities may include (with documentation):

- 485 1. School based meetings with ACPS staff (with documentation)
- 486 2. Appointments with military recruiters (with documentation)
- 487 3. Appointments with college/university/other school admissions departments (with
488 documentation)

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492
493 **J.K. Family Travel**

494 Parents/~~guardian~~legal guardians are expected to plan extended travel and vacation
495 days around ACPS scheduled breaks and approved holidays. Students who are absent
496 due to vacations or family travel will be marked as “unexcused,” even if it is
497 prearranged.

498
499 **L. School Transfers**

500 All students assigned to a designated school per a transfer (administrative,
501 programmatic, sibling, non-resident employee student) must adhere to all ACPS
502 attendance regulations regarding absences and timeliness to school.

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504 **M. Homelessness**

505 Students experiencing homelessness or long-term precarious housing situations are not
506 excused from compulsory attendance laws. Students are expected to attend school
507 while working with their assigned school social worker and/or Division homeless
508 education liaison to address factors that may be impacting permanent shelter and basic
509 family needs.

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511 **N. High School to Work Partnerships**

512 Students participating in approved High School to Work Partnerships are not marked
513 as absent.

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516 **Attendance Recording Related to Virtual Learning**

517 Student attendance will be recorded in each class daily, whether teaching and learning occurs via
518 in-person instruction, via live streamed content, or through other forms of student meaningful
519 engagement. While maintaining consistency with Policies JEA and JED, methods of determining
520 student attendance and/or meaningful engagement may be modified from traditional methods in
521 the virtual-learning environment.

522 Methods of determining student attendance in a virtual learning environment include:

- [Virtual presence for a synchronous online lesson](#)
- [Login time to a learning management system](#)
- [Activity log on a learning management system](#)
- [Total time log on a learning management system](#)
- [Phone call or real-time online chat](#)
- [Timestamp for posts or submissions](#)
- [Participation in a synchronous online lesson](#)
- [Demonstrated evidence of engagement with peers for collaborative work](#)
- [Engagement on a discussion board](#)
- [Submission of task or assignment](#)
- [“View” tracker for asynchronous online lesson](#)
- [Other similar evidence of synchronous or asynchronous meaningful engagement](#)

Commented [MS21]: Listing this is required under the code. These are pulled directly from the State Supt’s memo examples.

Attendance recording procedures for students participating virtually are the same as for students participating in person. Examples include but are not limited to:

- ~~Student attendance will be recorded in each class daily, whether teaching and learning occurs via in-person instruction or live-streamed content. While maintaining consistency with Policies JEA and JED, attendance recording procedures may be modified from traditional methods in the virtual learning environment.~~
- The compulsory student attendance requirements of Va. Code § 22.1-254 remain in effect [for students participating in virtual learning.](#)
- In accordance with this regulation, parents/[guardianlegal guardians](#) will be notified when students are absent (without prior parent/[guardianlegal guardian](#) notification to the school) and reminded of the need to contact the school as soon as possible.
- Excused absences will continue to be requested/reported through traditional channels by contacting the school as outlined in this regulation.
- Absences due to technology systems failures for virtual learning [quarantining](#) students (inability to log in to the live stream, loss of internet connection, etc.), will be converted from an unexcused absence to an excused absence once a parent/[guardianlegal guardian](#) has contacted the school and given an explanation for the absence in accordance with this regulation.
- Student support teams and administrators, in consultation with teachers, will provide students who demonstrate a pattern of repeated absences with appropriate interventions. Such interventions are outlined in Policy JED, and may include student and parent/[guardianlegal guardian](#) conferences, referrals to community resources, engagement with the school's Student Support Team, referrals to substance abuse supports, etc. Interventions are individualized based upon the reasons for and frequency of the nonattendance.

Commented [MS22]: This is covered under the virtual learning section.

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Established: July 6, 2018
Revised: September 7, 2018
Revised: September 10, 2020
Revised: October 21, 2021

Legal Refs.: Code of Virginia, §§16.1-241.2, 16.1-254, 22.1-227.1, 22.1-254, 22.1-258, 22.1-259, 22.1-260, 22.1-262, 22.1-265, 22.1-279.3, 46.2-323, 46.2-334.01, and 54.1-3900.

8 VAC 20-110-100.
8 VAC 20-110-130.
8 VAC 20-730-10.
8 VAC 20-730-30.

Phase Guidance for Virginia Schools, Virginia Department of Health (VDH), (July 1, 2020),
<https://www.governor.virginia.gov/media/governorvirginiagov/governor-of-virginia/pdf/Final-Phase-Guidance-for-Virginia-Schools-6.9.20.pdf>.

Cross Refs.: IGAJ Driver Education
JEA Compulsory Attendance
JED Student Absences/Excuses/Dismissals
JEG Exclusions and Exemptions from School Attendance
JFC Student Conduct
LBD Home Instruction