

# Covington-Harper Attendance Policy

Attendance is one of the greatest predictors of academic achievement. Let's collaborate to ensure your child has great attendance and gets as many opportunities as possible to learn this school year.

## **Our Commitment**

Virginia Law provides that all children of compulsory attendance age are expected to attend school each day that school is in session. We understand there are a variety of reasons that students are absent from school. In our school building, there are many staff prepared to help you if you or your student face challenges in getting to school regularly or on time. We promise to track attendance daily, message you to understand why they were absent, and to identify barriers and supports available to overcome challenges you may face in helping your child attend school.

## **How Can Families Help**

Our staff miss your student when they are not present at school. If your student is going to be absent, please contact the school in advance. If the absence was unplanned, please contact the school office within 5 school days of your student's return. This will avoid it from automatically becoming an unexcused absence.

## **Absences**

Parents have 5 business days to excuse an absence. Please use ParentVUE the day of the absence to excuse your student. ParentVUE will not allow you to edit past dates, to excuse an earlier absence please contact the school. Cases in which notes providing a valid excusal reason are not received within 5 business days will be coded as unexcused absent and referred to the student's administrator for approval. Students that have accrued 10 or more absences for the school year will be required to provide a doctor's note for illness related absences. Please allow up to 2 business days for attendance to be updated in ParentVUE.

-Ex. For Excused: - Personal illness, medical/dental appointments, death in the student's immediate family, religious observances, court appearance of a student (document must be provided beforehand), preapproved absence are discouraged but are on a case-by-case basis by the principal or designee. (Absences for family trips will not be excused unless accompanied by extraordinary circumstances)

## **Tardy/Late Arrivals**

The school doors open at 9:05am. Students may not be dropped off early to wait outside due to safety concerns. Students who have not made it to class by 9:20 a.m. are considered tardy. Attendance is submitted daily within the first 15 minutes of student arrival. Upon arrival to school campus parents must escort students into the front office after 9:20 a.m. and sign in on the form. Please provide any doctor's notes for appointments at the time of drop off so that proper updates are made. Updates will reflect on ParentVUE within 2 business days.

### **Early Dismissal/Late**

Attendance is a crucial role in the success of student's education. Please be advised there will be no early dismissals after 2:45 p.m. Students with doctor's appointments may be picked up after 2:45 p.m. with a confirmation of the appointment via email, text, or physical copy. Updates will show on ParentVUE within 2 business days.

### **'Possible' Required Attendance Conference**

Schools are required by law to take certain measures to ensure regular school attendance by students. An initial attendance conference is required when a student does not report to school a total of five school days without explanation by parent and a reasonable effort has been made by the school to receive explanation. As part of this 'conference' school staff/parent shall develop an attendance plan intended to resolve attendance concerns.

An interagency conference will be required for students who miss an additional unexcused day after receiving an initial attendance conference conducted by school personal with or without parent/guardian. The student will participate in the meeting to address academic, social, emotional, and familiar issues to improve school attendance.

If concerns continue, another meeting can be arranged, or the parent/guardian may be referred to the attendance officer. Parents/guardians can be charged and taken to court by a PWC Attendance Officer if they are not in compliance with the PWCS attendance regulation and the Virginia Compulsory Education Law.

### **Additional Information**

Our county attendance Regulation [724-1](#), can provide further information on our attendance procedures. Do not hesitate to reach out with questions at 571.466.4500. Thank you for your support!

# Excused-Unexcused Flow Chart

