



Danville Public Schools

Attendance Procedures for Chronic Absenteeism

Virtual, Hybrid and Face-to-Face Instruction

I. ATTENDANCE PROCEDURES

Regular school attendance is important to the academic progress and overall well-being of students. During Virtual Instruction, there should be meaningful interactions between staff and students. Parental support of school attendance is both expected and required. All students age 5-18 shall attend school regularly as set forth in § 22.1-254 of the Code of Virginia. Non-compliance with the Compulsory Attendance Law may lead to court proceedings.

A. Absences During Virtual Learning

1. Definitions

Absence: A student will be considered absent when he or she does not attend the scheduled class time on an instructional day.

In Attendance: A student is counted present when he or she logs on, participates in discussion and/or submits required work.

Tardies: A student will be considered tardy if he or she is late to class.

Unexcused Absence: When a student is absent and the school does not receive any notification from the parent that he or she is aware of and supports the absence.

Instructional Day: Every day that a class is in session, (Monday, Tuesday, Thursday, Friday) and (Wednesday) when independent work is completed and assignments are due.

Meaningful Interactions: Two-way engagement with a student and staff that allows feedback or input on student successes and challenges.

Chronic Absenteeism – When a student misses 10% of the required number of school days. (Absences include unexcused, excused, out of school suspensions)

2. Reporting Absences: Absences shall be reported and records of the absences kept in accordance with regulations.

A. Procedures for Reporting Absences:

a. Parents must inform the school by telephone or email of a student absence no later than 10:00 a.m. the day of the absence. Failure to notify the school within three (3) days of the absence may result in the absence remaining unexcused.

b. A student's absence will be marked excused when the teacher receives notification from the parent with an acceptable excuse:

1. Illness
2. Court appearance

3. Death in the family
 4. Religious holiday
 5. Field trips and school authorized activities
 6. Extenuating circumstances which are determined by the school administration (i.e. device connectivity issues)
- c. School Personnel are required to work collaboratively with parents/guardians and students to achieve regular attendance:
1. All teachers check the roll in every class
 2. Teachers input absences in PowerSchool
 3. School Messenger (automatic call system) will contact parents when students are absent.
 4. Attendance clerk and school staff will run attendance reports and contact families of absent students.
 5. Attendance clerk monitors student attendance and follow the process for unexcused absences, (call the parent, mail a 3 day letter, schedule 5 day meeting at the school and develop an attendance plan, refer to truancy officer to schedule a Truancy Response Team meeting with community service providers and develop an attendance plan, refer to truancy officer for a Pre-court meeting, forward documents to truancy officer if student continues to miss without justification.
 6. The truancy officer may file a CHINS petition to Juvenile and Domestic Relations Court or file Criminal charges against the parent for contributing to the delinquency of a minor if the student continues to be absent.

3. Chronic Absenteeism: All absences are included in the chronic absenteeism count (excused, unexcused, out of school suspension)

A. Procedures to monitor and reduce chronic absenteeism

1. If a student has not logged in during a class period or teacher contact hours, or if school officials have not been able to reach a student for **3** consecutive days or **5** days in a 2 week period, the teacher will notify the school counselor who will work with the principal or designee and the attendance clerk to investigate the student absences. The counselor will call the parent and a letter will be mailed by school personnel if no contact is made. If the parent does not contact school personnel and the student accumulates **5** consecutive absences, a referral will be made to Student Support Services by the counselor.
2. When a student has accumulated **6** absences (excused, unexcused, suspension days) the counselor will call the parent and a letter will be mailed from school personnel. The letter will request that the parent contact the school for an appointment with the principal or designee, emphasize the importance of school attendance, and explain the consequences of continued nonattendance. The principal or designee will develop an attendance plan with the parent. Parent liaisons will be a part of the conference at the elementary level.

3. If a student misses a total of **10** days, (excused, unexcused, suspension days) a referral will be made to the truancy officer and an attendance conference will be scheduled with community agencies. An attendance plan will be developed to improve the student's attendance.

For questions regarding this communication, please contact your child's principal or contact:

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