

## **ATTENDANCE POLICY FOR STUDENTS**

It is important for students to attend school regularly in order to have a cohesive learning program.

If students are going to be absent: parents must notify the school by phone (540)-298-1511 OR send an email to [eesattendance@rockingham.k12.va.us](mailto:eesattendance@rockingham.k12.va.us). **Teachers, please advertise and encourage parents to use the email to notify the school of all absences.**

### **Days Absent**

### **School Action**

<b>15</b>	First office attendance letter sent to parents requesting a conference.(AIP). Absences will be marked as unexcused and Truancy policy goes into effect.
<b>20</b>	Second office letter sent to parents. The child is referred to the School Attendance Committee (ITM) where a final plan is developed to improve attendance. (Parents are invited to a meeting.)
<b>30</b>	Third office letter sent to the parents. (Registered letter) The child is referred to the County Attendance Office.
<b>35</b>	The County Attendance Officer is contacted. Usually a Court-warning letter is issued.
<b>40</b>	Referral of case to Juvenile Court by County Attendance Officer.

*This policy may be excused for students who miss school for authorized medical reasons. (i.e. emergency surgery, etc*