

Freedom Hill Elementary School

Attendance Policies & Procedures

School attendance is required by law, as outlined in the Code of Virginia. Absences and tardies will be addressed by individual interventions with progressive consequences.

Excused Absences

Definition:

Students are expected to attend all classes and to arrive for each class on time. Each student shall provide a satisfactory explanation from his or her parent for any absence from class and any leave from school during the school day. Justifiable absences include those due to illness of the student, death in the family, medical or dental appointment, personal religious obligations, or other reasons acceptable to the principal.

School Response:

At 5 Excused Absences – Letter from Administration explaining that administration may request a doctor's note should absences continue.

At 10 Excused Absences – Letter from Administration requiring a doctor's note for any future absences to be identified excused.

Unexcused Absences

Definition:

An unexcused absence from school or from class is one for which the student does not have a legitimate reason. After two unexcused absences, a conference may be requested with the parent.

Students are fully responsible for completing any missed assignments. Teachers may assist the student and parent in identifying missed work, but are not obligated to provide make-up assignments.

School Response:

At 3 Unexcused Absences – Letter from Administration explaining that administration may request a doctor's note should absences continue.

At 5 Unexcused Absences – Administrative referral to the truancy officer.

Tardies

Definition:

Freedom Hill expects students to be in school on time. Parents must give the school an explanation for any student late arrival. Parents may call or email the school if their child will be late.

School Response:

At 10 Tardies – Letter from Administration notifying parents of number of tardies.

At 15 Tardies – Letter from Administration requesting conference with parents, to include the social worker, to make a plan to address the pattern of tardies.