

# ATTENDANCE POLICY

Lynchburg City Schools believes that school attendance is directly related to academic achievement and to the development of good attendance habits that are important in the work world. Optimum student attendance is a cooperative effort, and Lynchburg City Schools expects parents and students to take active roles in accepting that responsibility.

## FAST FACTS

- Excused absences will only be granted for specific reasons (examples-sick, death in family, required court appearance); refer to LCS Attendance regulations for further explanations.  
If you are unsure, speak with your principal.
- Absences will be **unexcused** if notes signed by the parent, guardian or medical professional are not **received** by the school within **24 hours** of the student's return to school, even if the parent or guardian has called. (Example- A student is out sick on Monday and returns on Tuesday, he/she must bring a note no later than Wednesday; if a note is sent on Thursday the absence is unexcused.)
- Notes for student absences may be sent to your child's school via email. ( See school email addresses)
- Notes received late will not change the absence from an unexcused absence to an excused absence.
- When a student accumulates **five unexcused absences** over the course of the year, parents/guardians will be notified in writing and **a conference will be required.** (Parents/guardians will also receive a letter from the City Attorney's Office outlining the legal consequences regarding truancy.
- At this conference, a school staff member, the student and the student's parent/guardian will review the attendance record and develop a plan to resolve the student's absences.
- If absences continue and a student accumulates **seven** days of unexcused absences:
  - A referral will be made to the Department of Student Services for truancy.
  - If a parent fails to comply or absences continue Lynchburg City Schools will make a referral to the Juvenile and Domestic Relations Court.
- A parent may be charged under the Code of Virginia for the following acts of aiding a child to be truant:
  - **16.1-278.5** Failure to follow the Court's order could result in a fine if \$100 per day.
  - **22.1-263** Violation of Compulsory School Attendance is a Class III Misdemeanor. May be fined up to \$500.
  - **18.2-371** Causing or encouraging acts rendering children in need of supervision is a Class I Misdemeanor. May receive up to 12 months in jail and/or up to a \$2,500 fine.

I understand it is important for \_\_\_\_\_ to be in school each day.

Your Student's Name

As a parent/guardian I am responsible for sending notes to school regarding my child's absences.

Parent

Signature \_\_\_\_\_ Date \_\_\_\_\_

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