

# LANDSTOWN HIGH SCHOOL

## ATTENDANCE GUIDELINES AND PROCEDURES

### **Classroom Attendance in the Virtual Environment**

Students are expected to attend all classes (synchronous/"Live" session). The teacher is responsible for taking attendance during the first 15 minutes of each class by noting all students physically present in a synchronous session as "present" and students who are not in attendance as "absent." The teacher is responsible for maintaining an accurate record of student attendance.

If a student was not physically present during the synchronous session but showed engagement through any of three actions noted below by midnight on the day of the class, then he/she would be marked tardy per VDOE guidelines:

- a) Logged into Schoology or another learning tracking system used by the teacher and accessed content as demonstrated by participation in an online activity.
- b) Spoke or had email communication with the teacher on that day to discuss learning.
- c) Posted assignments that were part of the synchronous learning session on the day of the class.

This will require teachers to go back into Synergy and make changes to attendance on the next available day.

*Note: we are not addressing tardiness in the virtual environment as we would when students are in-person learning.*

### **Classroom Attendance in the In-Person Learning Environment (yellow/green)**

Students are expected to attend all classes. The teacher is responsible for taking attendance during the first 15 minutes of each class, and the teacher is responsible for maintaining an accurate record of student attendance.

- a) Take attendance in Synergy by noting all students physically present as "present."
- b) Any student who arrives to class late is marked "tardy."
- c) Any student who missed class is marked "absent."

*Note: tardiness will be subject to school discipline guidelines when students are in-person learning.*

**Excused absences** are for approved reasons and with parent notification. **Excused absences accepted by VBCPS policy include:**

- Illness/doctor or dental appointment
- Death in the family
- Religious holiday (reference School Board Policy 5-17 and Regulation 5-17.1)
- Pre-arranged absences/Other—approved by the principal
- Emergency conditions, i.e. fire, flood, or major storm
- School-sponsored/related activities

**Unexcused absences or tardy include:**

- Overslept (parent/guardian or student)
- Vehicle problem/traffic
- Childcare, including siblings and family
- Non pre-arranged trip
- Other reasons unacceptable to the administrator, or his/her designee, including unspecified family emergencies
- Non-school sponsored sporting events/related activities
- College visits without official college documentation
- Out of school suspension

**Late Arrival and Early Releases**

All students who arrive late or leave early are required to sign in and out at the Attendance Office and provide a note of reason in order to be eligible for consideration of an excused absence. Students leaving the campus without following proper procedures will be considered as class cutting.

Early release requests must be done in writing or email and received by the attendance office no later than 7:20 a.m. the morning of and no earlier than the night before the request. A phone verification will be made prior to approval of release. We do not accept last minute requests to have students released and any extenuating circumstances must be approved by administration.

Students are required to have an authorized adult sign the student out at the Front Security Desk. We cannot release a student from class prior to the arrival of the authorized adult as they must go through proper release format.

Authorized adults other than parent or custodial guardian must be on the student's approved pick up list. To add an adult to this list, please call (757) 648-5511, note of request must be submitted along with a phone verification for addition. Authorized adults must be at least 18 years of age and cannot be a student at Landstown High School (other than a sibling).

Please note that students arriving more than 15 minutes late to a class, they are considered absent from that class. This absence is calculated within the excessive absence policy.

**Reporting Absences****Daily Absence**

The parent/guardian must inform the Attendance Office by completing the [electronic Absence Form](#) by sending an email to [LHSAttendance@vbschools.com](mailto:LHSAttendance@vbschools.com), or by making a phone call of the reason for an absence or tardy *either prior to or within two school days of the absence*. After 3 days, the absence or tardy will automatically be considered as "unverified". All absences from parents or guardians must have the following information to be accepted:

- Student's full name and grade level
- Date of the notification
- Date of Attendance issue
- Reason for the absence(s)
- Contact phone number of parent/guardian

- Parent/guardian signature
- Notification that covers multiple days must be date specific for proper verification

### **Excessive Absences**

Students who accumulate 5 all-day absences will be referred to their school counselor. The student's counselor will confer with the student and contact parents to devise a plan to improve attendance. After 7 absences in any block, an SRT meeting may be convened with the School Social Worker to further develop a plan to resolve non-attendance.

### **Unverified Absences/Truancy**

UNV is the code used for absences that are not verified. When a note is not submitted (excused or unexcused) the attendance for that block/day will remain coded UNV. To prevent truancy, notes must be turned in to verify the student's absence. To appeal this marking for a class please contact the teacher of that class. Upon correction, the teacher will submit a request for change.

### **Advanced Absence Notification Form**

[This form](#) is accessible for students who are going to be absent for reasons other than those listed under excused absences accepted by VBCPS policy such as vacations, college visits, non-school sponsored sporting events. The form must be completed at least seven (7) days in advance and submitted to attendance for administrators' approval prior to the date of request. Please include official documentation for college visits. Submission of the form is not guaranteed approval for an excused absence. Approval of this form does **NOT** exempt days missed from the excessive absence policy. Students are responsible for classwork missed.

### **Students Returning From an Absence**

Students returning from an absence should complete an electronic [Landstown Absence Form](#) from their parent/legal guardian with **three school days**. Questions should be directed to the Attendance Office at (757) 648-5530 or email [LHSAttendance@vbschools.com](mailto:LHSAttendance@vbschools.com)