



## ATTENDANCE POLICY

It is the policy of the Lunenburg County School Board to do everything possible to encourage all children to attend school with regularity. It is the legal responsibility of parents and guardians to ensure that students are in regular attendance for the entire school day. Parents or guardians must seek homebound instruction for their children when they are absent for extended periods due to illness. The principal or guidance counselor will assist them in making the necessary arrangements.

An “unexcused” absence is an absence where a student does not have a valid excuse.

1. A student who is absent for any portion of the day requires a note from his/her parent. A maximum of 6 parent notes will be accepted during each year.
2. A written excuse from a parent or guardian should include the date(s) and reason(s) for the absence. Calling the school is acceptable notice if a note is sent upon student return to school. A written excuse from a physician’s office or other professional offices that includes the dates) and reason(s) for the absences is always acceptable.
3. Students should turn their notes in upon their return to school for it to be counted as excused or within 3 days of return.
4. The ONLY valid excuses for absences are :  
Illness (if over 2 days, a doctor’s note may be required)  
Court Appearance  
Death in the family  
Religious holidays  
Extenuating circumstances which are determined by the school administration

5. Acceptable reasons for arriving late or leaving early are the same as those for any excused absence.
6. Suspensions are unexcused absences.
7. A student will be expected to make up all assignments or to make arrangements with the teacher for any make-up work within three to five days of return to school. Students on suspensions will be expected to submit their assignments upon return to school and make arrangements with the teacher within three to five days after the end of suspension period to make up any additional hands-on activities, tests, or other schoolwork. Extenuating circumstances may be considered in extending the time limit. It is the responsibility of the student to obtain assignments from the teacher/guidance counselor. Once a student has arrived on the school grounds, he/she is not to leave before the end of the school day without permission from the principal or his/her designee. Such permission, except in cases of extreme emergency, will be granted only after the request has been received in writing, from the parent/guardian. (Students are not allowed to leave school at lunchtime and return.) Excessive absence from any class due to arriving late or leaving early will result in denial of future requests and possible denial of credit for the course.

If high school students or middle school students enrolled in high school credit courses accumulate more than ten (10) absences during a semester, including days missed because of late enrollment, the student may not be eligible for credit in any class. Appointments will be scheduled with truancy officer and building administrator to discuss documentation of absences. Excessive absences will be referred to juvenile and domestic relations court for students who are under age 18. Only six (6) parent notes will be accepted as excused documentation for a student missing days from school per year. All absentee notes must be turned into the office within three (3) days of the student's return to school. Failure to do so may result in an undocumented absence. Please see the LCPS Code of Conduct for guidelines regarding excused and unexcused absences. Absences will be excused for students who miss classes for the purpose of representing the school at a school-sponsored activity. These students will be counted as present and allowed to make-up work in accordance with the general school make-up policy.