

ATTENDANCE REGULATIONS

I. ATTENDANCE RECORDING RELATED TO COVID-19

- Student attendance will be recorded in each class daily, whether teaching and learning occurs via in-person instruction or live streamed content. While maintaining consistency with Policies JEA and JED, attendance recording procedures may be modified from traditional methods in the distance-learning environment.
- The compulsory student attendance requirements of Va. Code § 22.1-254 remain in effect.
- In accordance with Section V of this regulation, parents/guardians will be notified when students are absent (without prior parent/guardian notification to the school) and reminded of the need to contact the school as soon as possible.
- Excused absences will continue to be requested/reported through traditional channels by contacting the school as outlined in Section V. of this regulation.
- Absences due to technology systems failures for quarantining students (inability to log in to the live stream, loss of internet connection, etc.), will be converted from an unexcused absence to an excused absence once a parent/guardian has contacted the school and given an explanation for the absence in accordance with Section V of this regulation.
- Student support teams and administrators, in consultation with teachers, will provide students who demonstrate a pattern of repeated absences with appropriate interventions. Such interventions are outlined in Policy JED, and may include student and parent/guardian conferences, referrals to community resources, engagement with the school's Student Support Team, referrals to substance abuse supports, etc. Interventions are individualized based upon the reasons for and frequency of the nonattendance.

Unless modified above, all other provisions of this regulation remain in effect.

II. PURPOSE

These regulations outline:

- Alexandria City Public Schools' Attendance Policy;
- The regulations by which the school division monitors and responds to truant activity; and
- The consequences of truant behaviors.

III. DEFINITIONS

- A. **Instructional school day** includes the entire day and/or periods within a regularly scheduled school day for an individual student.

- 43 B. **Excused absence** is an absence of an entire instructional day with a reason, as
 44 outlined in this regulation, provided to the school administration by the
 45 parent/guardian. The parent/guardian should provide the school administration with
 46 the reason for the nonattendance prior to the absence or no later than 3 days following
 47 the absence.
 48
- 49 C. **Unexcused absence** is an absence where (i) the student misses his/her scheduled
 50 instructional school day in its entirety and (ii) no justification has been received by
 51 school personnel within three days of the absence, or the parent/guardian provides a
 52 reason for the absence that is not outlined in this regulation. The school
 53 administration may change an unexcused absence to an excused absence when the
 54 parent/guardian has provided an acceptable justification.
 55
- 56 D. **Unverified absence** is one for which there has been no contact from the
 57 parent/guardian. Unverified absences will be converted to unexcused absences if no
 58 contact is received within 3 days of the absence.
 59
- 60 E. **Verified absence** is one for which a parent/guardian has contacted the school and
 61 given an explanation for the absence.
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- 63 F. **Chronic absence** is the accumulation of excused/unexcused absences that occur for
 64 any reason to a total of ten percent or more of the school year.
 65
- 66 G. **Truancy** is the accumulation of five or more unexcused or unverified absences within
 67 an academic year. The Commonwealth of Virginia's truancy laws specify that all
 68 children must attend school every day.
 69
- 70 H. **Tardy** is a term used to describe arriving at school, or to a classroom, after the start
 71 of the day or class period.
 72
- 73 I. **Attendance conference** is a face-to-face meeting or an interaction that is conducted
 74 through the use of communication technology. A conference must be held after the
 75 sixth unexcused absence, and must involve, at a minimum, a school administrator, the
 76 parents/guardians, and the student, where appropriate. The conference may also
 77 include the school counselor, school social worker, school psychologist, intervention
 78 specialist and community representatives, if appropriate, for resolving issues related
 79 to nonattendance and revisions to the current attendance plan if necessary.
 80
- 81 J. **Attendance plan** is a plan developed jointly by a school representative, such as a
 82 school principal or designee, and the student to resolve the student's nonattendance
 83 and engage the student in regular school attendance. An attendance plan shall be
 84 developed if the student has five unexcused absences. Interventions and/or meetings
 85 are documented in the student information system.
 86
- 87 K. **Court referral** means filing a complaint to the Juvenile and Domestic Relations
 88 Court after direct contact has been made with the student's parents/guardians and the

89 student has a seventh unexcused absence. Documentation of interventions regarding
 90 the student's unexcused absences, such as copies of the attendance plan,
 91 documentation of conference meetings, and compliance with § 22.1-258 of the Code
 92 of Virginia must be provided to the intake worker.

93
 94 L. **Multi-disciplinary team** is a school-based team that may be convened to review
 95 student records and to participate in prevention, early intervention, and provision of
 96 support services to address excessive absences, including school-based case
 97 management. These services should address academic, social, emotional, and familial
 98 issues in order to improve regular school attendance. Team members may include, but
 99 are not limited to, the following: an administrator, school counselor, school social
 100 worker or school psychologist, special education and general education teachers, and
 101 attendance officer. Community providers may also attend, as appropriate.

102
 103 M. **Parent/guardian** means the parent(s), legal guardian(s), legal custodian(s), or other
 104 person(s) having legal control or charge of the student.

105
 106 N. **Principal or designee** means the school principal, other administrator or other school
 107 official designated by the principal to meet the requirements of this regulation.

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 109 **IV. ATTENDANCE CODING**

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 111 Alexandria City Public Schools strictly adheres to the Commonwealth of Virginia's
 112 Compulsory Attendance Law (22.1-258) and the Virginia Administrative Code (8 VAC 20-
 113 730-10), to establish and enforce attendance guidelines. These attendance regulations
 114 implement Policy JEA (Compulsory Attendance).

115
 116 One of the following Attendance Codes shall be entered for each student in every period,
 117 every school day.

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CODE	ATTENDANCE CATEGORY	DESCRIPTION	ADDITIONAL CONSIDERATIONS
Default Codes			
No Code Required	PRESENT	Automatic attendance default code Student is present in class and arrived on time.	This is the default attendance code that every student is assigned. The teacher must change the student record in Power-Teacher if the student is not present. If the teacher does not take attendance, then the code of "present" will serve as the student's attendance code for that day or for the class.

CODE	ATTENDANCE CATEGORY	DESCRIPTION	ADDITIONAL CONSIDERATIONS
A	UNVERIFIED	Default code for absent	This code is used when a teacher takes attendance and indicates the student is not in class. It indicates that the school division has not received any information about the absence from the family or other authorized sources.
Absence Codes			
D	COURT/LEGAL	This code signifies that an official court/legal document or verbal verification from a court representative has been received.	To be used when there is official verification that supports the student's participation in a court hearing or other mandated, legal activities.
F	FAMILY EMERGENCY	This code signifies that a certified death of loved one has occurred or that a family medical emergency or displacement has been verified.	Parent/guardian must notify the school and provide documentation for such absences. This code is not used to excuse family vacations.
G	SHELTERCARE	This code is used when students are attending school during the day at the Sheltercare program per court placement.	
H	HOMEBOUND	This code is used when a student is approved to receive homebound instruction services following receipt of the medical certification of need per state regulations. Homebound instruction may be rendered due to the following conditions: <ul style="list-style-type: none"> • Chronic Physical or Mental Illness • Hospitalization • Maternity/Paternity Leave • Extenuating Critical Circumstances 	The school counselor and homebound coordinator will facilitate this process and designate the start and end dates of homebound services. Decisions regarding homebound instruction will be communicated to the school registrar and related school support team members.

CODE	ATTENDANCE CATEGORY	DESCRIPTION	ADDITIONAL CONSIDERATIONS
I	ILLNESS	<p>Parent/guardian must provide verification (verbal and written) of a student’s illness.</p> <p>This code is also used when official documentation is submitted by a medical facility, to verify absences related to any physical or mental health condition.</p>	<p>When a student is unable to attend school due to illness, the guardian or physician must submit documentation verifying the incident prior to the absence, or provide written verification of the illness no later than 3 days following the absence.</p> <p>Chronic/Extended Illness When students are pervasively absent due to a chronic illness or disability, official documentation from a physician must be presented to the school.</p> <p>When illnesses occur in frequent or excessive patterns, it is deemed best practice to consult with the school nurse, administrator, and relevant school support team members to implement appropriate interventions of support, including a Health Care Plan.</p>
P	IN-SCHOOL SUSPENSION	<p>This code is used when a student is absent from class because the school administration has assigned the student an in-school suspension (ISS) or to an Alternate Instructional Support (AIS) Center.</p>	<p>The parent/guardian will be notified of the suspension start and end date. The student must return to class on the date indicated by the administration.</p>

CODE	ATTENDANCE CATEGORY	DESCRIPTION	ADDITIONAL CONSIDERATIONS
R	RELIGION	<p>This code includes any absences affiliated with students' professed faith-based practices or religious traditions.</p>	<p>A student is excused from class when the absence is affiliated with the student's professed faith or religious traditions. No student is deprived of any award or eligibility or the opportunity to compete for any award, due to such an absence if the absence is verified. Students who miss an assessment, assignment deadline, etc., due to observance of a religious holiday may not be penalized. Students must be given the opportunity to receive the missed instruction, submit the work, or complete the assessment on an alternate date.</p>
C	CIVIC ENGAGEMENT	<p>This code may be used by secondary students to engage in a civic or political event.</p>	<p>Secondary students are excused from class ONE full day per school year when the absence is to engage in a civic or political event and the absence is verified.</p>
U	UNEXCUSED	<p>Unexcused absences include instances in which the student misses a class or an instructional school day without justification or verification. Examples may include family travel, loitering, missing the bus, or oversleeping.</p> <p>Family vacations during the school year will be marked as unexcused absences.</p>	<p>An unexcused absence includes instances in which the student misses a class or an instructional school day in its entirety and no indication has been received by school personnel within 3 days of the absence. This also includes instances in which the parent/guardian provides a reason for the absence that is not outlined in this regulation. The school administration may change an unexcused absence to an excused absence when the parent/guardian has provided an acceptable justification, per Virginia attendance codes.</p>

CODE	ATTENDANCE CATEGORY	DESCRIPTION	ADDITIONAL CONSIDERATIONS
V	SCHOOL ACTIVITY	School activities include approved and verified absences that may include activities related to campus sports, band, ROTC, choir, or other academic clubs sponsored by an official ACPS staff member. This code also includes excused absences resulting from student meetings with school administration and other staff members during the school day.	Activity sponsors or department chairs must verify and communicate activities to designated teachers and staff who are responsible for managing student attendance records before, or immediately following the school activity.
S	SUSPENDED (Out of School)	This code is used when a student is absent from class because the school administration has assigned a suspension out of school.	The parent/guardian will be notified of the suspension/exclusion start and end date. The student must return on the date indicated by the school administration.
Tardy Codes			
T	TARDY	Tardies include any unexcused or unverified late arrival to class.	This is the default code entered by teachers to indicate that a student was tardy to class without justification or verification.
L	EXCUSED TARDY	Verification can include written or verbal communication from a doctor's office, court, school staff, community agency representative or parent/guardian.	Excused tardies may include instances caused by medical illnesses, court proceedings, school sponsored activities, ACPS transportation services related delays, or inclement weather related conditions. Excused tardies do not include instances such as missing the bus, oversleeping, or other personal anecdotal accounts.

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V. PROCEDURES

A. Attendance Record Keeping

Principals shall arrange to have verified absences entered into the student information system no later than the first hour of the school day in elementary schools, and by the

126 end of first period in middle and high schools. All assigned classroom teachers,
 127 school registrars, or administrative assistants assigned to manage attendance shall
 128 code student attendance each class, each day. School Administrators are responsible
 129 for monitoring this activity.

130 Parents/guardians will be notified each day, via phone and email where available,
 131 when students are absent from school without parent/guardian notification, and
 132 reminded of the need to contact the school as soon as possible. Parents/guardians of
 133 secondary students will be notified each evening if the student was absent from any
 134 classes without parent/guardian notification, and will be asked to contact the school.
 135 Student attendance records may be amended from an unverified absence to an
 136 excused or unexcused absence after parent/guardian contact has been made with
 137 designated school personnel. A parent/guardian must contact the school within 5
 138 schools days to request changes to student records.
 139

140 1. Virginia Department of Education (VDOE) Attendance Documentation
 141 Regulations

142 The VDOE is the primary agent responsible for monitoring ACPS student
 143 attendance data and interventions, particularly in cases of chronic absenteeism.
 144 Per the VDOE, ACPS’ method for calculating/defining all-day absences,
 145 particularly at the secondary level, will include instances where a student misses
 146 *all* periods within a given school day.
 147

148 The VDOE will collect information regarding unexcused absences at the
 149 following intervals:

- 150 Fall semester: October 1
- 151 Spring semester: March 31
- 152 End of the school year: June 30
- 153 Summer semester: August 30

154 VDOE accountability measures will include stringent monitoring of the
 155 Division’s electronic documentation of attendance interventions in three specific
 156 areas:
 157

- 158 • Documentation of an Attendance Plan Code.
 159 This field must be completed at the 5th unexcused absence.
- 160 • Documentation of an Attendance Conference Code.
 161 This field must be completed at the 6th unexcused absence.
- 162 • Documentation of a Court Referral/Complaint Proceedings Code
 163 This field must be completed at the 7th unexcused absence.
 164

165
 166 2. Documenting Ten Day “No Show” Procedures in September

167 The Virginia Administrative Code (8 VAC 20-730-30) states:
 168

169 “Data collection shall begin on the first day students attend for the school year.
 170 Each school division shall provide student level attendance data for each student
 171 that includes the number of unexcused absences in a manner prescribed by the

172 Virginia Department of Education. A student's attendance is cumulative and
 173 begins on the first official day of the school year or the first day the student is
 174 officially enrolled. All nonattendance days are cumulative and begin with the first
 175 absence. For purposes of this data collection, truancy shall start with the first
 176 unexcused absence and will be cumulative."
 177

178 All students who are officially registered and actively enrolled in school division
 179 records should be counted as absent for nonattendance until acceptable
 180 verification stating otherwise is provided. Students who are absent due to
 181 extended vacations, overseas travel, and matters that are otherwise defined as
 182 “unexcused” shall be marked accordingly.
 183

184 **B. Defining All-day Absences**

185 In compliance with the Virginia Administrative Code, ACPS calculates all-day
 186 absences at the secondary level to account for when a student misses *all* periods
 187 within a school day.
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189 When a student engages in a pattern of unexcused absences for less than a full day,
 190 the school social worker, along with the parent/guardian and other school support
 191 team members, will develop a plan to resolve the situation as soon as possible. This
 192 includes:

- 193 • Conferences with the student, parent/guardian, and school staff;
- 194 • Development of a plan to remove any barriers to regular attendance, including
 195 facilitating connections to community resources and assistance; and
- 196 • If necessary, potential referrals to court services.
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198 **C. Excused Absences**

199 1. Per the Virginia Administrative Code (8 VAC 20-730-10), student absences may
 200 be excused, pending verification from the parent/guardian and/or another
 201 designated professional. Examples of excused absences may include, but are not
 202 limited to, the following conditions:

- 203 a. Medical Illnesses (Physical or Mental). A principal must request that
 204 documentation from a physician be provided after the student has accrued 3
 205 consecutive absences or 10 or more absences within a given school year.
- 206 b. Medical and dental examinations.
- 207 c. Observance of a religious holiday.
- 208 d. Student court hearings.
- 209 e. Students who have been approved to participate in school sponsored activities
 210 (inside and outside of the school building).
- 211 f. Students who have been assigned In-School (ISS), Alternate Instructional
 212 Support (AIS) Center or Out-of-School Suspension (OSS).
- 213 g. Family emergencies (loss of a loved one, unexpected residence dislocation,
 214 critical injuries to family members, etc.). Parents/guardians are expected to
 215 plan extended travel and vacation days around ACPS scheduled breaks and
 216 approved holidays.
- 217 h. ACPS transportation services related delays.

218 i. Civic Engagement for secondary students (one school day per school year).
219

220 2. Pre-Arranged Excused Absences

221 *Pre-Arranged Absences Request Forms* may be submitted in specific situations.
222 Examples of activities that may constitute a pre-arranged excuse absence include,
223 (with documentation), but are not limited to:

- 224 a. Visitation with family members deployed in the U.S. Military and Armed
225 Forces
- 226 b. Visitation with incarcerated caregivers
- 227 c. Appointments with military recruiters
- 228 d. Appointments with college/university admissions departments
- 229 e. School students, ages 12 and under, who cannot be left at home
230 alone/unsupervised, while a parent/guardian is on professional travel for
231 employment related activities.

232
233 Pre-Arranged Absences Request Forms must be submitted at least 5 days prior to
234 the scheduled absence and advance approval of each pre-arranged absence must
235 be granted by the school administration. Documentation of a student's
236 participation in the above noted activities must be provided no later than 3 days
237 after the event is complete.

238
239 3. Medical Illnesses (Physical or Mental)

- 240 a. Parents/guardians may initially inform school staff of student illnesses via
241 verbal or written notification. A principal must request that documentation
242 from a physician be provided after the student has accrued 10 or more
243 absences within a given school year. When a student is unable to attend school
244 due to illness, the guardian or physician must submit documentation verifying
245 the incident prior to the absence, or provide written verification of the illness
246 no later than 3 days following the absence.
- 247 b. When illnesses occur in frequent or excessive patterns, school support team
248 members may implement appropriate interventions of support, including a
249 student Health Care Plan. A Health Care Plan should be considered after the
250 student has accumulated 10 sick days within a school year.
- 251 c. When students are absent for 3 or more consecutive school days due to illness,
252 an official note from a physician must be submitted to the administrative
253 assistant assigned to manage attendance. Failure to present a doctor's note
254 after 3 consecutive sick days may result in an unexcused absence.

255
256 **D. Unexcused Absences**

257 Per the Virginia Administrative Code (8 VAC 20-730-10) an unexcused absence
258 occurs when (i) the student misses his/her scheduled instructional school day in its
259 entirety and (ii) no indication has been received by school personnel within three days
260 of the absence, or the parent/guardian provides a reason for the absence that is not
261 outlined in this regulation. A student is considered truant at the accumulation of five
262 or more unexcused absences within an academic year.
263

- 264 1. **Consequences of Truant Behavior**
 265 a. Student Consequences
 266 i. Loss of critical instructional time
 267 ii. Students may experience low academic achievement.
 268 iii. Students may experience feelings of isolation and disengagement.
 269 iv. Students may be officially withdrawn from school (after 15 consecutive
 270 days).
 271 v. Students may be referred to the Alexandria Court’s Attendance Review
 272 Panel.
 273 vi. School Social Workers may file a CHINS (Child In Need Of Supervision)
 274 Petition with the Juvenile and Domestic Relations Court as defined in
 275 Virginia Code § 16.1-228 ,§ 16.1-241.2, 16.1-278.5 and 16.1-278.4 and
 276 may result in:
 277 • Students may be sanctioned to participate in juvenile probation
 278 monitoring and supervision.
 279 • Students may be sanctioned by the court to participate in community
 280 service projects.
 281 • Students may be sanctioned by the court to participate in mental health
 282 treatment.
 283 • The court may order placement in Alexandria Sheltercare Program of
 284 Northern Virginia or the Northern Virginia Juvenile Detention Center.
 285 • Students may be placed outside the home with a relative, child welfare
 286 agency, private organization or facility, or in the care and legal
 287 custody of a social service agency.
 288 • The Court may suspend or revoke a student’s driver’s license.

- 289 b. Parent/Guardian Consequences
 290 i. Referral to the Alexandria Court’s Attendance Review Panel
 291 ii. School Social Workers may file a complaint to the Alexandria Juvenile
 292 and Domestic Relations Court against a parent/guardian, pursuant to
 293 Virginia Code §§ 22.1-262, 16.1-228 , 16.1-241.2, 16.1-278.5 and 16.1-
 294 278.4, which may result in:
 295 • The parent/guardian may be sanctioned to participate in mental health
 296 treatment.
 297 • The parent/guardian may be sanctioned to pay excessive fines.
 298 • The parent/guardians may be sentenced to jail (when court orders are
 299 violated).
 300 • Children may be removed from the parents’/guardians’ physical care
 301 and may be placed outside the home with a relative, child welfare
 302 agency, private organization or facility, or in the care and legal
 303 custody of a social service agency.
 304 • Missed time from work/lost wages

- 306 E. **Early Release**
 307 When a student leaves the school premises during regular school hours for any
 308 reason, parents/guardians must provide advance notice and written permission.

309 Parents/guardians of elementary students must sign the school release log.
 310 Parents/guardians of secondary students must arrange for early release through the
 311 school attendance office and comply with release procedures.

312
 313 A principal shall not release a student during the school day to any person not
 314 authorized to assume responsibility for the student. All students, including declared
 315 adult students age 18-years or older, must comply with established release
 316 procedures. Records of early release will be maintained. If school staff identify a
 317 pattern of early release from school, interventions may be required.
 318

319 F. **Tardiness**

320 Any student arriving after the official start of the class or school day will be
 321 considered tardy. When students arrive tardy to school they must adhere to the
 322 appropriate school-based check-in procedures, as outlined by the school
 323 administration. Records regarding tardiness will be maintained in student records.
 324 Although excessive tardiness to school is not specified in the Virginia Compulsory
 325 Attendance Codes, it is a critical factor that impacts the overall academic experience
 326 and success of students. Tardiness encompasses any variation of time that extends
 327 beyond the principal's documented start time for the school day or class period.
 328 Parents/guardians are expected to provide verbal and/or written notification to
 329 designated school personnel each time a student is tardy to school.
 330

331 Examples of **excused tardies** may include, but are not limited to, the following:

- 332 1. Medical and dental examinations
- 333 2. Student court hearings
- 334 3. Students who have been approved to participate in school-sponsored activities
 335 (inside and outside of the school building)
- 336 4. Critical or isolated family emergencies (death of a loved one, unexpected
 337 residency dislocation, critical injuries to family members, etc.) Parents/guardians
 338 are expected to plan extended travel and vacation days around ACPS scheduled
 339 breaks and approved holidays.
- 340 5. ACPS transportation services related delays

341
 342 Tardies to class during the school day will be excused at the discretion of the
 343 principal or designee. When students have accrued an excessive number of
 344 unexcused or unverified tardies, the school social worker, along with the
 345 parent/guardian and other school support team members, must develop a plan to
 346 resolve the situation as soon as possible.
 347

348 G. **Fifteen Consecutive Absences**

349 Any student who is absent from school for 15 consecutive days will be officially
 350 withdrawn from school, per the compulsory attendance expectations noted in the
 351 Virginia Code 22.1-254. In such cases, the school principal, or designee, must alert
 352 parents/guardians in writing at such time that a student is withdrawn from school
 353 records. Students who have been withdrawn from ACPS due to 15 consecutive

354 absences are still required, per Virginia Code 22.1-254, to attend another school every
355 day and will be subject to intervention for violation of such laws. When students have
356 been withdrawn from school due to accrual of 15 or more consecutive days absent,
357 the school support staff must make every effort to ensure that the following
358 interventions have occurred:

- 359 1. School support staff must re-engage the student and parent/guardian to confirm
360 the whereabouts of the youth.
- 361 2. School support staff must confirm the educational plan for the student.
- 362 3. School support staff must collaborate with the Alexandria Court Services staff
363 regarding interventions and sanctions.

364 H. Family Emergencies

365 Students are excused from school when serious family emergencies arise. Examples
366 of such emergencies may include, but are not limited to:
367

- 368 1. Death of immediate or close family members;
- 369 2. Impending or immediate loss of housing and family dislocation/displacement;
- 370 3. Severe medical trauma of immediate family members; or
- 371 4. Other; including unanticipated/required travel related to the adoption of a child.

372
373 In cases of frequent or extended absence due to a family emergency, (more than 2),
374 additional documentation must be provided no later than 3 days after the absence has
375 occurred. In addition, students who are absent for 3 or more consecutive school days
376 to attend a funeral must provide proof of funeral services (e.g., obituary, funeral
377 program, etc.) no later than 3 days after the absence has occurred.

378
379 Family emergencies do not include family travel, vacation activities, non-ACPS
380 sponsored recreational activities, or personal appointments to accompany
381 parents/guardians. Exceptions may include activities related to visitation with family
382 members deployed in the U.S. Military and Armed Forces, or visitation with
383 incarcerated caregivers.
384

385 I. School Activities

386 School activities include approved and verifiable activities related to campus sports,
387 band, ROTC, choir, or other academic clubs sponsored by an official ACPS staff
388 member. Activity sponsors or department chairs must verify and communicate
389 activities to designated teachers and staff that are responsible for managing student
390 attendance records before, or immediately following the school activity. Additional
391 examples of excused school activities may include (with documentation):

- 392 1. School based meetings with ACPS staff (with documentation)
- 393 2. Appointments with military recruiters (with documentation)
- 394 3. Appointments with college/university/other school admissions departments (with
395 documentation)

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397 J.

398 **K. Family Travel**
 399 Parents/guardians are expected to plan extended travel and vacation days around
 400 ACPS scheduled breaks and approved holidays. Students who are absent due to
 401 vacations or family travel will be mark as “unexcused,” even if it is prearranged.
 402

403 **K. School Transfers**
 404 All students assigned to a designated school per a transfer (administrative,
 405 programmatic, sibling, non-resident employee student) must adhere to all ACPS
 406 attendance regulations regarding absences and timeliness to school.
 407

408 **L. Homelessness**
 409 Students experiencing homelessness or long-term precarious housing situations are
 410 not excused from compulsory attendance laws. Students are expected to attend
 411 school while working with their assigned school social worker and/or Division
 412 homeless education liaison to address factors that may be impacting permanent
 413 shelter and basic family needs.

414 Established: July 6, 2018
 415 Revised: September 7, 2018
 416 Revised: September 10, 2020
 417 Revised: October 21, 2021

418 Legal Refs.: Code of Virginia, §§16.1-241.2, 16.1-254, 22.1-227.1, 22.1-254, 22.1-258, 22.1-
 419 259, 22.1-260, 22.1-262, 22.1-265, 22.1-279.3, 46.2-323, 46.2-334.01, and 54.1-
 420 3900.

421 8 VAC 20-110-100.
 422 8 VAC 20-110-130.
 423 8 VAC 20-730-10.
 424 8 VAC 20-730-30.
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 427 *Phase Guidance for Virginia Schools*, Virginia Department of Health (VDH),
 428 (July 1, 2020),
 429 [https://www.governor.virginia.gov/media/governorvirginiagov/governor-of-](https://www.governor.virginia.gov/media/governorvirginiagov/governor-of-virginia/pdf/Final-Phase-Guidance-for-Virginia-Schools-6.9.20.pdf)
 430 [virginia/pdf/Final-Phase-Guidance-for-Virginia-Schools-6.9.20.pdf](https://www.governor.virginia.gov/media/governorvirginiagov/governor-of-virginia/pdf/Final-Phase-Guidance-for-Virginia-Schools-6.9.20.pdf).
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 433 Cross Refs.: IGAJ Driver Education
 434 JEA Compulsory Attendance
 435 JED Student Absences/Excuses/Dismissals
 436 JEG Exclusions and Exemptions from School Attendance
 437 JFC Student Conduct
 438 LBD Home Instruction
 439