

ACPS Attendance Handbook

23-24



14 –ATTENDANCE

Compulsory Attendance: Ages of Children Required to Attend

(School Board Policy JEA; last amended September 24, 2018)

Every parent, guardian or other person having control or charge of any child who will have reached his/her fifth birthday on or before September 30 of any school year and who has not passed his/her eighteenth birthday shall send such child to public school or otherwise provide the child with an education in accordance with state law unless the child is exempt from the state's compulsory attendance requirement.

Student Absences/Excuses/Dismissals

(School Board Policy JED; last amended September 24, 2022)

School attendance is directly related to academic achievement and the development of good habits that are important in the world of work. Optimum student attendance is a cooperative effort, and the School Board expects parents and students to take an active role in accepting the responsibility for good attendance.

- A. All children and youth have the right to a free public education from ages five (5) to twenty (20) (up to age 22 if IDEA-eligible), and to attend the public school where they are a bona fide resident. In Virginia, the law also requires children to attend school from kindergarten through their 18th birthday, unless the student reaches completion before age eighteen (18) or falls into one of a few limited exemptions, such as home-schooling, certified health or safety concerns, and conscientious religious objection.
- B. Every student must attend school during prescribed hours. Each parent/guardian having charge of a child within the compulsory attendance age is responsible for such child's regular and punctual attendance at school as required under provisions for the law.
- C. Parents/guardians of students who are absent must inform the school of the reason for absence no later than upon the student's return to school.
- D. Attendance may or may not be taken during a virtual or distance learning situation. Parents or guardians should continue to follow the established protocols during virtual or distance learning.
- E. Schools should design attendance policies to encourage regular attendance and address underlying causes of chronic absence and truancy to avoid punishment or criminalization of students. Virginia law also makes clear that in no case may students be suspended solely for instances of truancy.
- F. Students who are homeless, in the foster care system, or are immigrants or non-English speaking also have rights and protections under federal and state law with regard to school enrollment. Schools should ensure that students and caregivers are aware of and understand these rights and protections.
- G. Schools shall record as absent any student who is suspended or expelled from their regular school for disciplinary incidents unless the student is physically present at an alternative education program approved by the school board. Schools are to report the suspension or expulsion of a student from the student's regular school in the discipline data collection even though the student is attending an alternative program.

Dismissal Precautions

Principals do not release a student during the school day to any person not authorized by the student's parent/ guardian to assume responsibility for the pupil. Students are only released on the request and authorization of a parent or guardian. The superintendent shall provide procedures for release of pupils who are not residing with or under the supervision of a parent/guardian. The burden of proof on the authority of the person to receive the student is on the requesting party. A formal check-out system shall be maintained in each school.

Student Absences/Excuses/Dismissals

(School Board Policy JED-AP; last amended September 24, 2022)

Absences

Excused Absences:

An excused absence is one for which parents or guardians have prior knowledge or have consented to the absence, and/or other legitimate reasons. Legitimate reasons may include: illness of the student (including mental health and substance abuse illnesses), injury, death in the family, doctor or dental appointment, observance of a religious holiday/cultural observance, legal obligations, suspension or expulsion, military obligations or visit from a family member who has immediately returned from deployment, emergency conditions in the student's home, civic engagement, or another reason preapproved by the principal/designee.

Unexcused absences: An unexcused absence is one for which the parents or guardians do not have prior knowledge, or have consented, or for which there is no legitimate reason as stated above. Examples of reasons that are not justified and will result in an unexcused absence include: all day or period absence with no explanation, missed school bus/ride, or other reasons unacceptable to the principal/designee. The school administration may change an unexcused absence to an excused absence if it determines that the parent or guardian has provided an acceptable reason for the student's absence in accordance with the definition of excused absences above.

General Provisions

Each principal will ensure that teachers are accountable for the following:

- A. offering engaging and relevant instruction each day, which necessitates and encourages student attendance;
- B. checking the roll each day in every class;
- C. communicating with a student's parents if poor attendance is affecting the student's progress and keeping a log of those contacts; and
- D. including participation in their student evaluation procedures.

Dismissal

- A. A principal shall not release a student during the school day to any person not authorized to assume responsibility for the student. In cases where recognition is not certain, definite identification shall be established.
- B. When a student leaves the school premises during regular school hours for any reason, parents/guardians must provide advance notice and permission. Parents/guardians of elementary students must sign the school release log. Parents/guardians of secondary students must arrange for early release through the school attendance office and comply with release procedures.

- C. Agencies that take students from the school during the school day, such as the public health department, shall present the school with a statement signed by the student's legal parent or guardian granting permission for the student to be released to the agency periodically during the school year. This statement shall be presented to the school prior to the agency's initial request to take the student from school. Exceptions to this requirement will be in accordance with policies of the School Board and state law.
- D. Principals shall arrange to have absences entered into the student information system no later than the first hour of the school day in elementary schools, and by the end of the first period in middle and high schools. Parents/guardians will be notified each morning by telephone, and email where available, when students are absent from school without parent notification, and reminded of the need to contact the school as soon as possible. School records shall be corrected after parent/guardian contact.
- E. Records of early release will be maintained, and individual interventions utilized for recurring incidents, when necessary.

Exclusions and Exemptions from School Attendance

(School Board Policy JEG; last amended September 24, 2022)

Any request for exemption from attendance shall be presented annually in writing to the Superintendent or his/her designee. The compulsory education requirements do not apply to:

1. Children suffering from contagious or infectious diseases as established by the certificate of a reputable practicing physician in accordance with regulations adopted by the Board of Education.
2. Children whose immunizations against communicable diseases have not been completed;
3. Children under 10 years of age who live more than two miles from a public school unless public transportation is provided within one mile of the place where such children live; and
4. Children between the ages of 10 and 17, inclusive, who live more than 2.5 miles from a public school unless public transportation is provided within 1.5 miles of the place where such children live.

The distances specified in subdivisions 3 and 4 above shall be measured or determined from the child's residence to the entrance to the school grounds or to the school bus stop nearest the entrance to the residence of such children by the nearest practical routes which are usable for walking or riding.

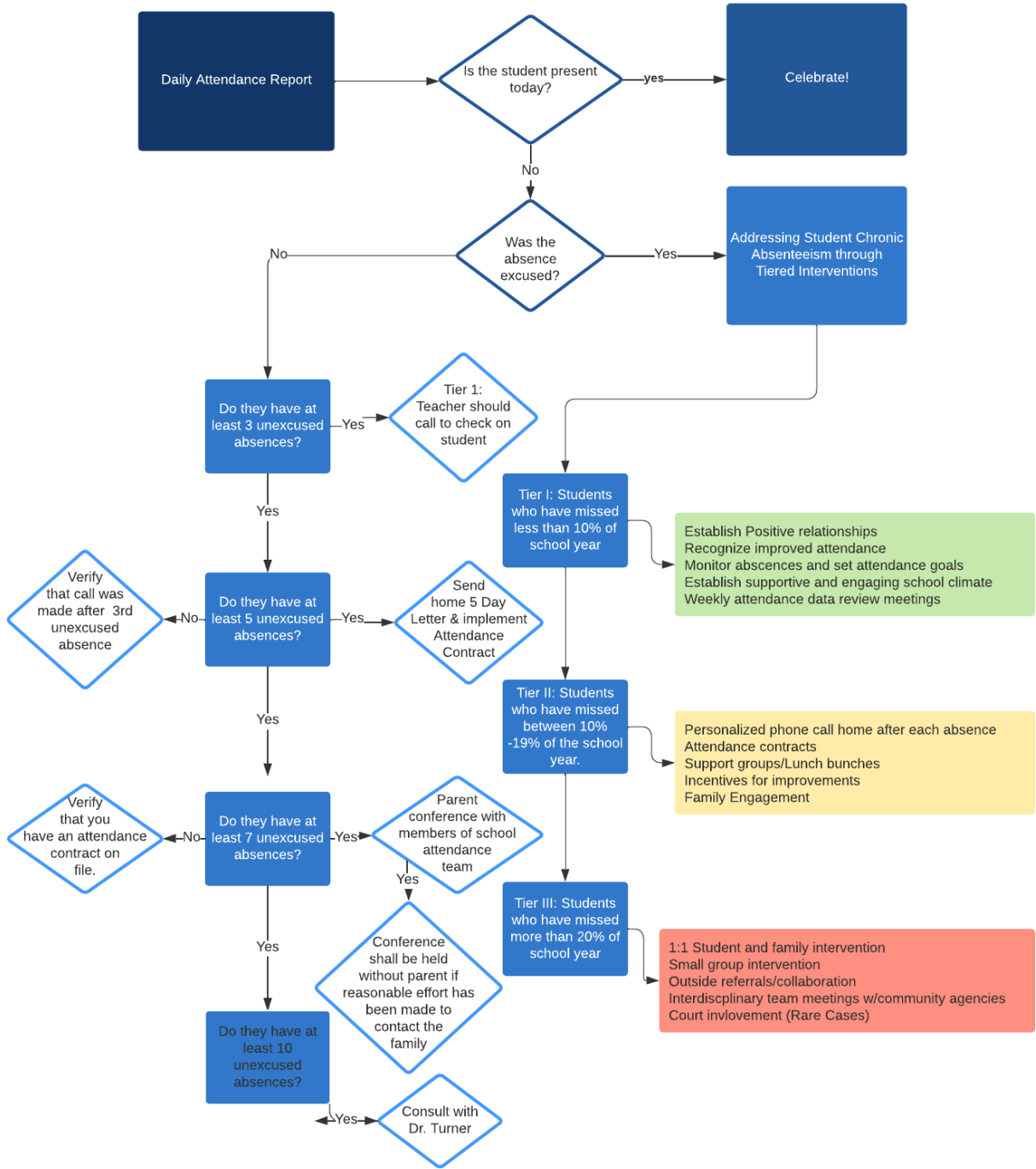
In addition, any child who will not have reached his/her fifth birthday on or before September 30 of each school year whose parent or guardian notifies the School Board that he/she does not wish the child to attend school until the following year because the child, in the opinion of the parent or guardian, is not mentally, physically, or emotionally prepared to attend school, may delay the child's attendance.

Any request for exemption from attendance shall be presented annually in writing to the Superintendent/Designee.

School Attendance and Truancy Flow Chart

Albemarle County Public Schools

Attendance Flow Chart





Upon Additional Absences without Parental Awareness and Support

- Schedule a conference with the pupil, the pupil's parent and other appropriate school personnel. Such conference may include other community service providers who might assist in resolving issues related to the student's non-attendance. This conference shall be held no later than 10 school days after the tenth absence of the pupil.
- School staff shall ensure that appropriate interventions and/or services are provided/offered in order to support the improvement of student attendance by completing the [Truancy Barriers Worksheet](#). Appropriate services and interventions include but are not limited to:
 - Referral to Region Ten CSB and Family Services
 - Referral to the School Based Intervention Team
 - Referral to Albemarle County DSS
 - Referral to private therapeutic services
 - Schedule changes and adjustments
 - Identification and elimination of transportation barriers.

The attendance team shall monitor the pupil's attendance and may meet again as necessary to address concerns and plan additional interventions if attendance does not improve. In circumstances in which the parent is intentionally noncompliant or the pupil is resisting parental efforts to comply with compulsory attendance requirements, the principal or principal's designee may elect to do the following:

- file a complaint with the Juvenile and Domestic Relations District Court alleging the pupil is a child in need of supervision by contacting 16th District Court Services unit at 979-7191 to request a "CHINS" petition; or
- initiate proceedings against the parent for "failure to send child to school by contacting the Commonwealth's Attorney Office at 972-4072.

Please contact Dr. Jesse Turner by email or at extension 13544 prior to contacting Juvenile and Domestic Court or the Commonwealth's Attorney Office.

Truancy Referral Checklist

Name of Student: _____ Grade Level: _____

School: _____

Attendance Officer/Assistant Principal: _____

Direct Parent contact required after the fifth unverified absence:

Date of direct contact with parent: _____ How was the parent contacted: _____

Briefly describe the plan developed in consultation with the parent:

Indicate the services/interventions being provided/offered to support improved student attendance:

- ____ Referral to Region Ten CSB and Family Services
- ____ Referral to the School Based Intervention Team
- ____ Referral to Albemarle County DSS
- ____ Referral to private therapeutic services
- ____ Schedule changes and adjustments
- ____ Identification and elimination of transportation barriers
- ____ Other: _____

***Upon additional absences without parental awareness and support the school principal or principal designee shall schedule an "in person" conference.**

Dates of unverified absences after attendance plan created: _____

Date of "In Person" Conference*: _____

Briefly describe the outcome of the "in person" conference:

Date of contact made with CSU Intake (979-7191): _____

Date of intake: _____

Outcome of Intake:

Diversion

Date of 90-day review: _____ (Attach Truancy Plan)

Petition

Court Date: _____

**Conference must be held no later than 10 school days after the 10th absence*

Truancy Barriers Worksheet



Truancy Barriers Worksheet

Barriers Identified by the Student, Parent/Legal Guardian, and/or School

1. Personal

- Peer pressure or inability to maintain friendships
 - Feelings of rejection and failure
 - Embarrassment due to lack of clothing
 - Youth believes the teachers does not like them
 - Low self-esteem
 - Hygiene
 - Other:
-

2. Family

- Student kept home for babysitting or caring for a sick parent or relative
 - Family history if dropping out of poor school attendance
 - Lack of adult supervision
 - Insufficient parent support (Financial r Emotional)
 - Domestic Violence
 - Other:
-

3. School

- Teacher conflict
 - Transportation difficulties (describe): _____
 - Bullying, cyber-bullying, fear of being bullied
 - Inappropriate program
 - Out-of-school suspension
 - Language barrier
 - Other:
-

4. Health and Mental Health

- Child abuse and or/neglect
 - Substance abuse:
-
- Depression
 - Asthma or other chronic illness
 - Poor nutrition, dental, vision, hearing problems
 - Other:
-

3rd Unexcused Absence-Call Home Conversation (example)

I wanted to take a moment to touch base with you because I was concerned about [student name] since we haven't seen [him/her/them] in class [in a few days/for several days in the last few weeks/months]. We miss having [him/her/them] in class—all of our students are an important part of our day! I also wanted to mention the importance of regular school attendance on your child's academic journey. We believe that every day of learning is a stepping stone towards a bright future. When students are absent from school, they miss out on valuable opportunities to engage with their peers, participate in enriching discussions, and immerse themselves in the learning process. These missed moments can create gaps in their understanding that may lead to difficulties in comprehending future lessons. Additionally, classroom interactions play a pivotal role in honing essential communication and teamwork skills, which are invaluable in the real world. By ensuring consistent attendance, you are helping your child build a strong foundation for their education and personal growth.

I genuinely appreciate your partnership in nurturing a positive learning environment and look forward to continuing to work together to provide the best possible educational experience for your child. Please touch base with me if you have any questions or if there's any way that I can help you and your family.



School

Your

401 McIntire RD.,
Charlottesville, VA 22901

Phone: (434) XXX-XXXX Fax: (434) XXX-XXXX

www.k12albemarle.org

ABSENCES MATTER AND YOU CAN HELP 5 Day Letter

<<Date>>

Dear Parent/Guardian of <<Student Name>>,

Our records indicate that «First_Name» has missed «UEX_Total» unexcused school days. The dates for these unexcused absences are: «UEX_Dates». Due to the number of absences, you will be contacted by your student's administrator or a member of the attendance team to schedule a time to meet and discuss the possibility of creating an attendance plan to help improve your student's attendance.

Please note that a student is considered chronically absent when they have missed **10 percent** or more of the total days enrolled. Any student absent due to COVID-19 precautions is marked quarantine-present (QUA-P) and those absences are not counted against a student.

Students fall behind when they miss school--whether the absences are for excused or unexcused reasons.

Sincerely,

<<Principal's Name>>, Principal



Your School

401 McIntire RD.,

Charlottesville, VA 22901

Phone: (434) XXX-XXXX Fax: (434) XXX-XXXX

www.k12albemarle.org

ABSENCES MATTER AND YOU CAN HELP **7 Day Letter**

<<Date>>

Dear Parent/Guardian of <<Student Name>>,

Our records indicate that «First_Name» has missed «UEX_Total» unexcused school days. The dates for these unexcused absences are: «UEX_Dates». Due to the number of absences, you will be contacted by your student's administrator or a member of the attendance team to schedule a time to meet and create an attendance plan to help improve your student's attendance.

Please note that a student is considered chronically absent when they have missed **10 percent** or more of the total days enrolled. Any student absent due to COVID-19 precautions is marked quarantine-present (QUA-P) and those absences are not counted against a student.

Students fall behind when they miss school--whether the absences are for excused or unexcused reasons.

Sincerely,

<<Principal's Name>>, Principal



Your School

401 McIntire RD.,

Charlottesville, VA 22901

Phone: (434) XXX-XXXX Fax: (434) XXX-XXXX

www.k12albemarle.org

ABSENCES MATTER AND YOU CAN HELP

10 Day Letter

<<Date>>

Dear Parent/Guardian of <<Student Name>>,

Our records indicate that «First_Name» has missed «UEX_Total» unexcused school days. The dates for these unexcused absences are: «UEX_Dates». Due to the number of absences, you will be contacted by your student's administrator or the home school coordinator to discuss truancy and the process associated with requesting an intake with the 16th District Court Service Unit.

Please note that a student is considered chronically absent when they have missed **10 percent** or more of the total days enrolled. Any student absent due to COVID-19 precautions is marked quarantine-present (QUA-P) and those absences are not counted against a student.

Students fall behind when they miss school--whether the absences are for excused or unexcused reasons.

Sincerely,

<<Principal's Name>>, Principal

ALBEMARLE COUNTY PUBLIC SCHOOLS

ATTENDANCE CONTRACT

Student Name:

Grade:

Date:

The purpose of this attendance contract is to develop a plan to support _____ attendance for the 2023-24 school year and ensure compliance with Virginia's Compulsory Attendance laws.

_____ School has made the following attempts to discuss attendance with the family:

- Phone calls, text messages and email
- Home visit conducted by
- Attendance letters mailed on

The following plan/strategies will be used to assist _____ with their school attendance.

_____ is expected to follow these rules in addition to cooperating with their plan to improve school attendance:

- Attend school all day every day, at _____ School.
- Complete all assignments as assigned.
- Provide appropriate documentation for all absences and tardies.

Failure to do this may result in a CHINS petition through the 16th District Court Service Unit.

Thank you for your cooperation in this important matter.

 X _____ X _____ X _____
Parent Student School Rep.

Respectfully,

Principal
Truancy Officer

Secondary Period Attendance



School Name/Address
Date

Parent/Guardian Name/Address:

To the Parent/Guardian/Family of:

Learning is paramount at _____, and attendance is a significant factor concerning student success. The more a student is absent, the increased chance they will fail their courses, fall behind in class, and lose a connection with the school.

This letter is to inform you that your child has accumulated 5 absences in the following courses:

If there are strategies or supports that will encourage attendance, please let us know and we will work together to support you and your student in the best way possible. If we are unable to resolve this attendance issue and your student accumulates 10 or more absences, he/she will be expected to attend an attendance recovery session assigned by a school administrator.

If you have any questions or concerns, please do not hesitate to contact your student's school administrator.

Respectfully,

Principal
Assistant Principal
Attendance Committee



School Name/Address
Date

Parent/Guardian Name/Address:

To the Parent/Guardian/Family of:

Learning is paramount at _____, and attendance is a significant factor concerning student success. The more a student is absent, the increased chance they will fail their courses, fall behind in class, and lose a connection with the school.

This letter is to inform you that your child has accumulated 7 absences in the following courses:

If there are strategies or supports that will encourage attendance, please let us know and we will work together to support you and your student in the best way possible. If we are unable to resolve this attendance issue and your student accumulates 10 or more absences, he/she will be expected to attend an attendance recovery session assigned by a school administrator.

If you have any questions or concerns, please do not hesitate to contact your student's school administrator.

Respectfully,

Principal
Assistant Principal
Attendance Committee



School Name/Address
Date

Parent/Guardian Name/Address:

To the Parent/Guardian/Family of:

Learning is paramount at _____, and attendance is a significant factor concerning student success. The more a student is absent, the increased chance they will fail their courses, fall behind in class, and lose a connection with the school.

This letter is to inform you that your child has accumulated 8 absences in the following courses:

If there are strategies or supports that will encourage attendance, please let us know and we will work together to support you and your student in the best way possible. If we are unable to resolve this attendance issue and your student accumulates 10 or more absences, he/she will be expected to attend an attendance recovery session assigned by a school administrator.

If you have any questions or concerns, please do not hesitate to contact your student's school administrator.

Respectfully,

Principal
Assistant Principal
Attendance Committee



School Name/Address

Date

Parent/Guardian Name/Address:

To the Parent/Guardian/Family of:

Learning is paramount at _____, and attendance is a significant factor concerning student success. The more a student is absent, the increased chance they will fail their courses, fall behind in class, and lose a connection with the school.

This letter is to inform you that your child has accumulated 10 absences in the following courses:

Due to the number of absences, your student will be assigned to an attendance recovery session that will occur before school, after school, or Saturday school. If there are strategies or supports that will encourage attendance, please let us know and we will work together to support you and your student in the best way possible.

If you have any questions or concerns, please do not hesitate to contact your student's school administrator.

Respectfully,

Principal
Assistant Principal
Attendance Committee



<د بنوونځي نوم>

<Address>

<تیلیفون او فکس>

د <زده کونکي نوم> نیټه<

والدین او سرپرست ته

سلام،

زما نوم <نوم> دی او زه په <بنوونځي نوم> کې د ټرانسسي افسر یم.

زه تاسې سره پدې بنوونځي کې ستاسې د زده کونکي د دې بنوونیز کال د حاضرۍ په اړه اړیکه نیسم. نن ورځې پورې

د زده کونکي نوم< د <نمبر> عذر/ غیر عذر غیر حاضرې تر لاسه کړې<

زما د رول یوه برخه د کورنیو سره اړیکه نیول دي ترڅو ډاډ تر لاسه شي چې زده کونکي بنوونځي ته ځي. زه له کورنیو سره د هر ډول خنډونو په پیژندلو کې مرسته کوم چې زده کونکي ورسره مخ دي او بیا همغږي کوم

ملا تر نه اړتیا لري چې په بنوونځي کې بریالي شي. همدارنگه، که چېرې کوم غیر حاضر وي

د ناروغۍ، بېرنيو حالتونو، یا نورو مسلو له امله، زه به خوشحاله یم چې د دې معلوماتو سره مخ شم

مننه او زه ستاسې څخه اوریدلو ته سترگې په لار یم.

تاسې کولای شئ ما سره په دې <تلیفون شمیره> اړیکه ونیسئ، یا د بریښنالیک له لارې په <ای میل پته> سره اړیکه ونیسئ.

په اخلاص،

<نوم>

<سرلیک/رول>



<تیلیفون او فکس>

والدین او سرپرست ته

د <زده کونکي نوم> نېټه

مورن د 2022-23 ښوونیز کال لپاره ستاسې د زده کونکي ښوونځي ته د حاضریدو په اړه اندیښمن یو. زموږ ریکارډونه ښای چې <د زده کونکي نوم> اوس د <نمبر> **بې عذره غیر حاضرۍ راتولې کړي دي.**

منظمه ورځنۍ حاضرې د زده کوونکو په لاسته راوړنو مثبتې اغیزه لري او د مسؤلیت، وخت پابندی، او ځان ته درناوي عادتونه رامینځته کوي. مورن پوهیږو چې داسې وختونه شتون لري کله چې یو زده کونکی ښوونځي ته رانشي یا په رارسیدو کې ناوخته کړي. مورن، ستاسې د تعلیمي ټیم په توګه، اندیښمن یو کله چې له لاسه تللي وخت ډیر شي. زموږ پالیسي اړتیا لري چې مورن له تاسې سره اړیکه ونیسو ترڅو ستاسې د زده کونکو حاضرې ښه کولو لپاره یو پلان رامینځته کړو. د دې پلان سره سم عمل کولو کې پاتې راتلل کیدای شي د ورو اخیستلو لپاره د څه سبب پرته د غیر حاضرۍ نتیجه وګرځي.

که <د زده کونکي نوم> نشي کولای د <د ښوونځي نوم> په شخصي زده کړې کې برخه واخلي، بیا تاسې ممکن د کور ښوونځي پروګرام سره کې خوښي ولری. د کور ښوونځي په اړه معلومات په لاندې ویب پاڼه کې موندل کیدای شي: <https://www.k12albemarle.org> /زموږ-ځانګړي/کورنۍ ښوونځي.

زموږ هدف دا دی چې هر ماشوم هره ورځ په خپل وخت ښوونځي ته راشي. زموږ د حاضرۍ پالیسي سره ستاسې د همکارۍ لپاره مننه.

په درنښت،

<نوم/سرلیک

د زده کوونکي نوم:

درجه:

نېټه:

د دې حاضرۍ قرارداد هدف د 2022-23 بنوونیز کال لپاره د <زده کوونکي نوم> حاضرې ملاتړ کولو لپاره یو پلان رامینځته کول او د ورجینیا د اجباري حاضرې قوانینو اطاعت یقیني کول دي.

<د بنوونکي نوم> د کورنۍ سره د حاضرۍ په اړه د بحث لپاره لاندې هڅې کړې دي:

- تلیفون زنگونه، متن پیغامونه او بریښنالیک
 - لخوا د کور لیدنه ترسره شوه
 - د حاضرۍ لیکونه په دې لیږل شوي
-

لاندې پلان/ستراتیژی به د <زده کوونکي نوم> سره د دوی په بنوونکي کې د حاضریدو سره د مرستې لپاره وکارول شي.

د <زده کوونکي نوم> تمه کيږي چې د بنوونکي حاضرۍ ښه کولو لپاره د دوی پلان سره د همکارۍ سربیره دا مقررات تعقیب کړي:

- په <د بنوونکي نوم> کې هره ورځ په ټوله ورځ ګډون کول.
 - ټولې دندې لکه څنگه چې ټاکل شوي بشپړ کړي.
 - د ټولو غیر حاضرېو او ځنډ لپاره مناسب اسناد چمتو کړي.
-

په دې مهمه موضوع کې ستاسې د همکارۍ لپاره مننه.

په درنښت،



<د ښوونځي نوم>

<پته>

<تلیفون او فکس>

<نیته>

د <زده کونکي نوم> والدینو اوسرپرست ته

والدینو/سرپرست/کورنی ته:

زده کړه په <ښوونځي نوم> کې خورا مهم دی، او حاضرې د زده کونکو د بریالیتوب په اړه یو مهم فکتور دی. کله چې یو زده کونکی غیر حاضر وي، د دې چانس ډیریري چې دوی به په ټولګي کې شاته شي، خپل کورسونه کې به ناکام شي، او د ښوونځي سره خپل اړیکه له لاسه ورکړي. مورن په دې هم پوهیږو چې زده کونکي ناروغه کیږي، د کورنی بیړني حالت لري، او واقعیات راځي.

د ورجینیا د ترانسسي کود سره سم، زده کونکي اړ دي چې هره ورځ ټوله ورځ ښوونځي کې حاضر وي. زده کونکو ته اجازه ورکول کیږي چې تر پنځو ورځو پورې د غیر عذر غیر حاضرۍ له لاسه ورکړي.

دا لیک د دې لپاره دی چې تاسې ته خبر درکړي چې ستاسې ماشوم لږ تر لږه <شمیر> عذر شوي غیر حاضرۍ او <شمیر> غیر بڅبونکي غیرحاضرۍ کړي دي.

که چېرې داسې ستراتیژۍ یا ملاتړ شتون لري چې حاضرې ښه کوي مهرباني وکړئ مور ته خبر راکړئ ترڅو مور وکولای شو په ګډه کار وکړو ترڅو ستاسې او ستاسې ماشوم سره د امکان تر ټولو غوره ملاتړ وکړو. که مور نشو کولای د دې حاضرې مسله حل کړو نو ستاسې زده کونکي ممکن د حاضرۍ په پلان کې ځای پرځای شي او د مسلې د حل لپاره نور ګامونه اخیستل کیدای شي. که تاسې کومې پوښتنې یا اندیښنې لرئ مهرباني وکړئ د ښوونځي مشورتې دفتر سره په دې <تلیفون شمیره> اړیکه ونیسئ یا د <برېښنالیک پتی> ته برېښنالیک واستوئ.

په درنښت،

<نوم>

<سرليک/رول>



<Address>

<Phone and Fax>

<Date> في

<Student Name> إلى ولي أمر الطالب

إلى ولي الأمر/أفراد العائلة:

للتعليم أهمية بالغة في مدرسة <School Name>، ويمثل الحضور عاملاً مهماً فيما يتعلق بنجاح الطالب. وعندما يتغيب الطالب، تزايد فرص التأخر عن اللحاق بزملائه في الفصل، وعدم النجاح في دوراته الدراسية، وانقطاع الارتباط بالمدرسة. ونحن نفهم أيضاً أن الطلبة قد يمرضون، أو ربما تتعرض العائلة لحالات طوارئ، وغيرها من الأمور الغيبية.

ووفقاً لقانون التغيب عن المدرسة المعمول به في ولاية فرجينيا، يُشترط على الطلبة حضور المدرسة طوال اليوم كل يوم. ويسمح للطلبة بالغياب مدة خمسة أيام بحد أقصى دون عذر.

نبعث إليك بهذه الرسالة لإخطارك بأن طفلك قد تغيب على الأقل لمدة <number> مرات مع تقديم عذر بينما تغيب لمدة <number> مرات بدون عذر.

وإذا كانت هناك استراتيجيات أو عوامل دعم من شأنها تشجيع الحضور، فيرجى إخبارنا حتى نتمكن من العمل معاً لدعمك أنت وطفلك بأفضل طريقة ممكنة. وإذا لم نتمكن من حل مشكلة الحضور هذه، فقد تُفرض على الطالب خطة حضور، فضلاً عن اتخاذ خطوات أخرى لحل المشكلة. إذا كانت لديك أي أسئلة أو استفسارات، رجاءً لا تتردد في الاتصال بمكتب الإرشاد المدرسي على رقم الهاتف <Phone Number> أو مراسلتنا عبر عنوان البريد الإلكتروني <Email Address>.

مع خالص الود والتقدير،

<Name>

<Title/Role>



<School Name>

<Address>

<Phone and Fax>

إلى ولي أمر الطالب <Student Name> في <Date>

مرحبًا،

أنا <Name> وأعمل موظفًا للحضور والغياب لدى مدرسة <School Name>.

أتواصل معك بشأن معدل حضور طالبك خلال العام الدراسي الجاري. حتى تاريخ هذا الخطاب،

فإن عدد مرات غياب <Student Name> بعذر أو بدون قد بلغت <number> مرة.

ويتمثل جزء من دوري في التواصل مع العائلات لضمان أن الطالب يحضر المدرسة. وأساعد العائلات في تحديد أي عقبات

يواجهها الطالب ثم التنسيق

لتقديم الدعم المطلوب لهم ليحضروا المدرسة. وإذا كانت حالات الغياب كذلك

بسبب مرض أو حالات طوارئ أو أسباب أخرى، فسيعدني الإخبار بذلك.

شكرًا لك وأتطلع لاستلام رد منك.

يمكنك التواصل معي عبر رقم الهاتف <Phone Number> أو مراسلتي عبر عنوان البريد الإلكتروني <Email>

<Address>.

مع خالص الود والتقدير،

<Name>

<Title/Role>



<School Name>

<Address>

<Phone and Fax>

في <Date>

إلى ولي أمر الطالب <Student Name>

لقد تابعنا بحذر معدل حضور الطالب للمدرسة خلال العام الدراسي 2022-2023. تشير سجلاتنا إلى أن الطالب <Student Name> قد بلغت مرات غيابه بدون عذر <Number> مرة.

إن الحضور اليومي المنتظم له تأثير إيجابي على تحصيل الطلبة ويطور عادات المسؤولية والالتزام بالمواعيد واحترام الذات. ونحن ندرك أن هناك أوقاتاً يفوت فيها الطالب المدرسة أو يتأخر في الوصول. ونحن، الفريق التعليمي المختص، إذ نشعر بالقلق عندما تصبح مرات الغياب أكثر من المعتاد. وتفرض السياسة المعمول بها لدينا أن نتصل بك لوضع خطة لتحسين حضور الطالب. وقد يؤدي عدم الامتثال لهذه الخطة إلى الإحالة إلى الأحداث بسبب التغيب عن المدرسة.

إذا لم يتمكن <Student Name> من حضور فصول التعليم بنفسه في مدرسة <School Name>، فقد ترغب حينئذٍ في انضمامه إلى برنامج المدرسة المنزلية. يمكن العثور على معلومات حول المدرسة المنزلية عبر الموقع الإلكتروني التالي: <https://www.k12albemarle.org/our-departments/homeschool>.

فهدفنا هو حضور كل الأطفال المدرسة في الوقت المحدد كل يوم. شكرًا لتعاونك معنا في تطبيق سياسة الحضور.

مع خالص الود والتقدير،

<Name/Title>

اسم الطالب:

الصف:

التاريخ:

الغرض من عقد الحضور المائل هو وضع خطة لدعم حضور <Student Name> خلال العام الدراسي 2022-2023 وضمان الامتثال لقوانين الحضور الإلزامي المعمول بها في ولاية فرجينيا.

أجرت <School Name> المحاولات التالية لمناقشة الحضور مع العائلة:

- المكالمات الهاتفية والرسائل النصية ورسائل البريد الإلكتروني
- الذهاب في زيارة منزلية
- إرسال خطابات الحضور بالبريد

في حضور المدرسة <Student Name> سُنطبق الخطة/الاستراتيجيات التالية لمساعدة

من المتوقع أن يتبع <Student Name> تلك القواعد فضلاً عن التعاون في تنفيذ خطته لتحسين معدل حضور المدرسة:

- حضور مدرسة <School Name> طوال اليوم كل يوم.
- إكمال جميع الفروض المنزلية.
- توفير المستندات اللازمة لتبرير حالات الغياب.

شكراً لتعاونك معنا بخصوص هذا الأمر المهم.

مع خالص الود والتقدير،

<Name/Title>

<آدرس>

<تلفن و فکس>

<تاریخ>

به والدین/سرپرست <نام شاگرد>

به والدین/سرپرست/فامیل:

یادگیری در <نام مکتب> بسیار مهم است و حاضری فکتور مهمی در موفقیت دانش آموزان است. زمانیکه دانش آموز غیبت می کند، احتمال پس ماندن در صنف، شکست خوردن در درس ها و از دست دادن ارتباط خود با مکتب را افزایش می دهد. ما همچنان می دانیم که دانش آموزان مریض می شوند، شرایط اضطراری فامیلی دارند و همه چیز پیش آمده می تواند.

مطابق با قانون اخلاقی فرار ویرجینیا، دانش آموزان موظفند همه روزه تمام روز در مکتب شرکت داشته باشند. دانش آموزان اجازه دارند تا پنج روز غیبت غیر موجه داشته باشند.

این نامه به شما اطلاع می دهد که فرزند شما حد اقل تعداد غیبت های موجه <تعداد> و غیبت های غیر موجه <تعداد> را تکمیل کرده است.

اگر استراتژی‌ها یا حمایت‌هایی وجود دارند که فرزند شما را به حاضری تشویق می کند، لطفاً به ما اطلاع بدهید تا بتوانیم با هم برای حمایت از فرزندتان به بهترین شکل ممکن همکاری کنیم. اگر ما نتوانیم این موضوع حاضری و غیر حاضری را حل کنیم، پس ممکن است این دانش آموز در یک برنامه حاضری قرار گیرد، و اقدام‌های بعدی صورت خواهد گرفت تا این مشکل حل شود. اگر شما هرگونه سوال یا نگرانی دارید، لطفاً از ارتباط گرفتن با اداره مشاوره مکتب به شماره <شماره تلفن> یا ارسال ایمیل به <آدرس ایمیل> دریغ نکنید.

با احترام،

<نام>

<عنوان/نقش>



<نام مکتب>

<Address>

<تلفن و فکس>

به والدین/سرپرست <نام شاگرد> <تاریخ>

سلام،

نام من <نام> است و من مسئول فرار دانش آموزان در <نام مکتب> هستم.

من در رابطه با حضری دانش آموز شما در این سال تعلیمی با شما در ارتباط می شوم. تا امروز،

<نام دانش آموز> به تعداد <شماره> غیر حضری های موجه/غیر موجه را تکمیل کرده است.

بخشی از کار من این است تا با فامیل ها در ارتباط شوم تا مطمئن شوم که دانش آموز به مکتب حاضر می شود. من به

فامیل ها در تشخیص هرگونه موانع که دانش آموز مواجه می شود و سپس برای هماهنگ کردن

حمایتی که آنها برای موفق شدن در حضری مکتب نیاز دارند کمک می کنم. همچنان، اگر هریک از غیر حضری ها

به دلیل مریضی، حالات اضطرار یا دیگر مشکلات باشد، من خوشحال خواهم شد که آن معلومات را منتقل کنم.

تشکر و من منتظر جواب شما خواهم ماند.

شما می توانید با این شماره <شماره تلفن>، یا توسط ایمیل کردن به <آدرس ایمیل> با من در تماس شوید.

با احترام،

<نام>

<عنوان/وظیفه>



<Address>

<تلفن و فکس>

به والدین/سرپرست <نام شاگرد>

<تاریخ>

ما همچنان نگران حضور دانش آموز شما در مکتب برای سال تحصیلی 2022-23 هستیم. سوابق ما نشان می دهد که <نام دانش آموز> تا حال <تعداد> **غیر حاضری های غیر موجه را تکمیل کرده است.**

حاضری معمول روزمره یک تاثیر مثبت بر روی دستاورد های شاگرد داشته و عادت های مسئولیت پذیری، وقت شناسی و عزت نفس را انکشاف می دهد. ما مواقعی را تشخیص می دهیم که زمان هایی وجود دارد که دانش آموز غیر حاضر است و یا دیر به مکتب می رسد. ما، به عنوان تیم تعلیمی شما، هنگامیکه زمان غیر حاضری به حد اکثر می رسد نگران می شویم. قوانین ما ایجاب می کند که ما با شما ارتباط برقرار کنیم تا یک طرح را برای حاضری دانش آموز شما برنامه ریزی کنیم. ناکامی در رعایت کردن این برنامه می تواند منجر به ارجاع فرزندتان به زندان کودکان بخاطر فرار شود.

اگر <نام دانش آموز> نمی تواند به جلسه حضوری آموزش در مکتب <نام مکتب> حاضر شود، پس ممکن است شما به آموزش در خانه علاقه مند باشید. معلومات در مورد آموزش در خانه (مکتب در خانه) را می توانید در وب سایت ذیل پیدا کنید: <https://www.k12albemarle.org/our-departments/homeschool>.

هدف ما این است که هر کودک را سر وقت و هر روزه در مکتب داشته باشیم. تشکر از شما بخاطر همکاری با برنامه حاضری ما.

با احترام،

<نام/عنوان

نام دانش آموز:

صنف:

تاریخ:

هدف این قرارداد حضری تشکیل یک طرح برای حمایت از حضری <نام دانش آموز> برای سال تحصیلی 23-2022 و اطمینان حاصل کردن از قبول و عمل کردن به قوانین اجباری حضری ویرجینیا می باشد.

<نام مکتب> تلاش های ذیل را برای بحث کردن حضری با فامیل انجام داده است:

- تماس تلفنی، پیام های متنی و ایمیل
- بازدید از خانه انجام شده توسط
- نامه های حضری ارسال شده در

برنامه ها/استراتژی های ذیل برای کمک به <نام دانش آموز> همراه با حضری مکتب آنها استفاده خواهد شد

انتظار می رود تا <نام دانش آموز> از این قوانین بر علاوه همکاری با برنامه حضری خود برای بهبود حضری در مکتب پیروی کند.

- برات مدت تمام روز و همه روزه، در مکتب <نام مکتب> حاضر باشد.
- تمامی وظایف خانگی همانگونه که وظیفه داده شده است را تکمیل کند.
- برای تمامی غیر حضری ها و تاخیر در آمدن اسناد مناسب ارائه کند.

تشکر از همکاری شما در این موضوع مهم.

با احت

TRUANCY INTAKE INFORMATION SHEET

REFERRAL DATE: _____

JURISDICTION: Charlottesville Albemarle

PETITIONER: _____ SCHOOL: _____

TELEPHONE: _____

SCHOOL ADDRESS: _____

JUVENILE'S NAME: _____
Last First Middle

DOB: _____ RACE: _____ SEX: _____

SS#: _____

TELEPHONE: (H) _____ (CELL) _____

ADDRESS: _____

PARENT/CUSTODIAN INFORMATION

FATHER: _____

MOTHER : _____

SS#: _____

SS#: _____

ADDRESS : _____

ADDRESS: _____

TELEPHONE: (H) _____

TELEPHONE: (H) _____

(W) _____

(W) _____

(C) _____

(C) _____

If legal custodian is someone other than parents:

CUSTODIAN: _____

ADDRESS:

TELEPHONE: _____

Truancy Glossary of Terms

Attendance Officer (AO):

A person appointed by the school and/or school division to act as the point of contact for all things related to attendance

CHINS (Child In Need of Services):

A juvenile whose behavior or condition is a threat to the juvenile's safety and who needs the court to intervene

CHINS (Child In Need of Supervision):

A juvenile who is absent from school without a reason or who runs away from home

Defer/Warning:

An officer of the court/Judge determines that the best course of action for the current time is to have the school continue to monitor the student's attendance and to follow the attendance plan established by the school with the family

Divert/Diversion:

To remove a youth from the juvenile justice system by referring the youth to a non-justice treatment program or simply discontinuing the case

EIT (Early Intervention Team):

(Charlottesville City Schools) The Early Intervention Team uses data to recognize and assist students who are less successful than peers. Their task is to review strategies and interventions which have been tried, determine what has not been successful, and explore the intervention options available in the general education setting.

Family Support Worker:

Family Support staff provides case management services including assisting families with access to health, education, legal, housing and social services, improving the safety and security of their family members; helping families move toward self-sufficiency and ensuring parents and school staff work together for successful school performance outcomes. There is also an emphasis on improving school attendance and locating after-school enrichment opportunities that engage children in 10-13-year age range. The Family Support Workers provide prevention and intervention services that support children's growth and development, strengthen families and promote school success through home, school and community collaboration.

Intake:

The first contact with the juvenile justice system in which the referral is reviewed and a decision is made to file a petition for court or divert the case

Restorative Practices:

A preventative and responsive intervention model that focuses on doing things with people rather than to or for them

SAP (Student Assistance Prevention) Counselor:

SAP counselors are working in Albemarle County Schools at the middle and high school levels. The [Pennsylvania Model of Student Assistance](#) and [Response to Intervention](#) are utilized by the school systems at the different levels. These intervention strategies take a collaborative approach to identify the support needed by children who are experiencing problems in the learning process. An SAP counselor's involvement may include: providing brief prevention and intervention counseling to students in the areas of anger or stress management, working on development of coping skills, problem solving or goal setting, providing peer mediation, substance abuse prevention or intervention counseling and/or help with bullying issues.

SBIT (School Based Intervention Team):

A group of professionals based at each Albemarle County School dedicated to addressing issues related to student achievement that require more attention than the informal networking at each school can provide. School Based Intervention Teams provide a vehicle for teachers to identify problems in the regular classroom that appear to be interfering with a student's educational success by targeting teacher concerns and providing interventions to be implemented in the regular classroom.

School Counselor:

The School Counselor provides a program that is an integral part of the total educational process and is a shared responsibility of the entire school community. The professional school counselor collaborates with other school professionals in helping students learn. A successful program requires the support and participation of all school personnel, parents, guardians, outside agencies, and the community at large.

16th District Court Service Unit Intake Office
401 E. High Street
Charlottesville, VA 22902
434-979-7191

SCHEDULING TRUANCY INTAKES

- Intake appointments for Child in Need of Supervision-Truancy complaints may be scheduled by sending the Truancy Intake Information Sheet or student information reports from your school by fax to the 16th District CSU Intake Office (434-979-0696) with your name and telephone number included. The receptionist (Angela Hackney) will call you to schedule the intake appointment. Faxing the forms first is the easiest way to schedule CHINSup-Truancy intakes, especially if you are scheduling appointments for more than one student. You may also call the CSU Intake Office at 434-979-7191 before you send the fax if you have any questions.
- The intake appointment will be scheduled for a later date allowing for sufficient time to send a letter to the juvenile and parents. The juveniles and their parents need to be present for the intake. Your assistance may be needed to contact the juvenile and parents if the appointment needs to be scheduled sooner than two weeks.
- If you need to cancel the appointment, please notify the CSU Intake Office at 434-979-7191 and also notify the juvenile's parents of the cancellation.
- When you arrive for your intake, be sure to bring written documentation of the efforts to comply with §22.1-258 (Appointment of attendance officers; notification when pupil fails to report to school). Documentation may be provided in the form of the 16th District Truancy Referral Checklist.
- Please feel free to contact the CSU Intake Office if you have any questions.

APPENDIX

[Policies](#)

JB – Equal Educational Opportunities

JFHA – Prohibition Against Harassment and Retaliation

JGD-JGE – Student Suspension/Expulsion

[Attendance Codes](#)