

The Nokesville School Attendance Policy

Our school attendance computer program tracks tardies and absences. After 5 **unexcused** absences, the program automatically generates a referral to the attendance officer. Additionally, the office staff will be preparing reports for students who have 10 or more absences or 10 tardies to school. These reports are for excused and/or unexcused.

ABSENCES:

Number of Absences	Consequence
10	School letter is sent via mail from the front office.
13	A staff member calls parents letting them know about Nokesville's attendance policy and discusses the number of tardies and inquires as to the reasons ("Is there anything like an illness or special situation of which we should be aware?").
15	Front office staff informs both counselor and administrator. Administrator calls parents and arranges a meeting with the counselor and attendance officer. An individualized plan for the student is developed that may include the social worker making contact with the student and/or parents.

TARDIES and Early Dismissals:

Students who ride the BUS will NEVER be considered tardy.

Number of Tardies	Consequence
10	School letter is sent via mail from the front office. Counselor encourages the student to attend school on time.
15	A staff member calls parents letting them know about Nokesville's attendance policy and discusses the number of tardies and inquires as to the reasons ("Is there anything like an illness or special situation of which we should be aware?").
18	Front office staff informs both counselor and administrator. Administrator calls parents and arranges a meeting with the counselor and attendance officer. An individualized plan for the student is developed that may include the social worker making contact with the student and/or parents.