



School Board Office  
6 Schoolhouse Road  
Washington, Virginia 22747  
Telephone (540) 227-0023

August 4, 2023

Dear School Family,

Rappahannock County Public Schools values your child's attendance in school every day! ***It is essential that parents notify the school by 8:30 AM if their child is going to be absent from school. This not only ensures that your child has arrived at school safely, but also helps us in accurately recording student attendance.***

While school attendance always matters, it is even more important this school year due to the requirements set forth by the *Every Student Succeeds Act of 2015*. Our school division's accreditation is linked to students' attendance, with 10 or more documented absences for a student having a negative impact on our school division's accreditation rating.

RCPS wants to support our students and families in promoting good school attendance. To this end, a *Leveled Attendance Intervention System* is utilized to provide proactive strategies to improve students' attendance by offering a tiered system of supports as follows:

- *Level 1: 1-2 student absences will result in parent contact by the school office*
- *Level 2A: 3-4 student absences will result in parents also being contacted by the student's teacher and a request for a doctor's note*
- *Level 2B: 5-7 student absences will result in parents and student being required to meet with the principal and attendance officer*
- *Level 3: 8 student absences will result in the parents and student being required to meet with the School Attendance Matters Team (SAM Team).*

***\*9+ absences will be referred to the Rappahannock County Public Schools Disciplinary Team for alternative education considerations.***

Again, the intent of this system is to provide proactive support for students and families to ensure that every child is in school every day unless illness prevents attendance! Doctor's notes will be calculated in this system to reduce students' total number of absences. A quick reference diagram of this process is included on the back of this page. Thank you in advance for your support of student attendance!

Sincerely,

Dr. Shannon Grimsley  
RCPS Superintendent

Dr. Carol Johnson  
Asst. Superintendent

## ***Leveled Attendance Intervention System (2023-2024)***

### **Level 1:**

1-2 absences, parents will call attendance office or will be contacted via phone by office

### **Level 2A:**

3-4 absences, parents will also be contacted by student's teacher, doctor's note will be requested

### **Level 2B:**

5-7 absences, parents and student will be required to meet with principal and attendance officer

### **Level 3:**

8 absences, parent and student will be required to meet with the School Attendance Matters (SAM) Team

**\*9+ Absences will be referred to the Rappahannock County Public Schools Disciplinary Team for alternative education considerations**

