

Aldrin Attendance Monitoring System

Thank you for doing your part to ensure that your child attends school daily; unless, he or she needs to remain at home for a “Fairfax County Public School (FCPS) recognized legitimate reason.” When your child needs to be absent, parents are expected to contact the school as soon as the need to be absent is known. To report the absence, parents may either call the Aldrin attendance line (703-904-3818) or send an email to AldrinESAttendance@fcps.edu.

Virginia law and FCPS require that students be punctual and regular in school class attendance. Parents can support this by minimizing student absences, be they full-day, tardy, or early release. When a student has been absent from school for any reason other than for a school sponsored activity and the parent or guardian has not contacted the school, an explanation for the absence is required. The parent or guardian must send verified communication to the Aldrin school office citing the reason(s) for the absence no later than two days following the student’s return to school.

Any person who knowingly and willfully causes a child to be absent from school without justification is in violation of the Code of Virginia, Section 22.1-265.

The Code of Virginia, FCPS Regulation, and the process Aldrin ES utilizes to monitor student attendance is based on the well-established relationship between regular and on-time school attendance and learning; regular attendance is necessary in helping students to develop desirable behavior patterns, as well as maximize their achievement in school. In addition, punctuality and dependability in meeting assigned responsibilities are personal behavior habits valued in our society.

FCPS Regulation 2234.7

http://commweb.fcps.edu/schoolboardapps/report_policy/cache/numeric-2000.htm was recently strengthened to support the required Virginia school attendance law, as outlined in the Code of Virginia, Section 22.1-254.

The following definitions hold for full-day, tardy, and early release absences:

An excused absence / tardy / early release are those for which parents or guardians have prior knowledge, consent, and/or a legitimate reason. Legitimate reasons may include: illness of the student, death in the family, doctor or dentist appointment, observance of a religious holiday, suspension except for certain violations as provided in the current version of Regulation 2601 http://commweb.fcps.edu/schoolboardapps/report_policy/cache/numeric-2000.htm or another reason acceptable to the principal. Cases of chronic or long-term illness may require a physician’s note.

An unexcused absence / tardy / early release is one for which the parent or guardian does not have prior knowledge, consent, and/or a legitimate reason. Examples of reasons that are not justified and will result in an unexcused absence include: family and/or student vacations, child care situations, missed school bus, nonschool-related activities, or other reasons unacceptable to the principal.

At Aldrin ES and throughout FCPS schools, full-day, tardy, and early release absences are addressed by individual interventions with progressive consequences for students. Teachers are required to record daily attendance each morning and record each absence as unverified. Each student absence for all or any part of the school day shall be supported by a legitimate

reason that parents are expected to provide. The Aldrin office staff verifies all full day absences as well as tardy and early release absences with parents, and maintains the official student attendance record for each student. They follow the definitions (above) in their verification process.

Per FCPS Regulation 2234.7, Aldrin ES has established a new system for administrative follow-up of absences, be they full-day, tardy, or early release. The following applies to full-day unexcused absences, excessive unexcused tardy absences, and excessive unexcused early release absences:

Initial Actions by Parents and School Staff

- When a student is going to have a **full-day absence** without prior communication between the parent or guardian and the school office, school personnel will notify the parent or guardian by phone or electronic communication. An attempt to reach the parent will occur within the first hour of the school day, followed by electronic communication, beginning at 10:30 am. Appropriate follow-up is based on individual circumstances.
- A student arriving after 9:15 am (school starting time) is to be escorted to the office by the parent who has brought them to school. The **tardy absence** will be verified by the office staff and appropriate action is based on individual circumstances. Records of unexcused tardy absences are maintained and appropriate action for recurring tardiness is based on the individual circumstances.
- When a student leaves the school premises during regular school hours for any reason (**Monday** 9:15 AM – 1:25 PM and **Tuesday-Friday** 9:15 AM – 3:55 PM), parents or guardians must provide advance notice and permission. They must also sign the school release log. The **early release absence** will be verified by the office staff and appropriate action is based on the individual circumstances. Records of unexcused early release absences are maintained and appropriate action for recurring early release absences is based on individual circumstances.

Follow-up Actions

The following applies to full-day unexcused absences, excessive tardy absences, and excessive early release absences.

- When a student has been absent from school for any reason other than for a school sponsored activity and the parent or guardian has not contacted the school, an explanation for the absence is required. The parent or guardian must send verified communication to the school attendance office citing the reason(s) for the absence no later than two days following the student's return to school. Records of unexcused absences will be maintained and appropriate action for recurring tardiness will be based on the individual circumstances.
- After two unexcused full-day absences, the classroom teacher will attempt to contact the parent and will document any communication; a conference may be requested with the parent or guardian.
- After the fifth unexcused full-day absence, the school will refer the student to the attendance officer, who will contact the parent or guardian to notify him or her of the absences and the

consequences of continued absences, obtain and document the explanation for prior unexcused absences, and develop a plan to resolve the nonattendance.

- If the student has an additional day of unexcused absences after contact with the parent or guardian, a conference will be scheduled with school staff members, the attendance officer, the student, the parent or guardian, and, if appropriate, a community service provider no later than 15 days after the sixth absence.
- If a further unexcused absence occurs, the attendance officer will file a complaint with the Juvenile and Domestic Relations Court that the student is a child in need of supervision or services and/or will institute proceedings against the parent or guardian as described in Section 22.1-258 of the Code of Virginia.

Mandatory Withdrawal

In order to comply with state recordkeeping requirements, students shall be withdrawn from FCPS student membership rolls after 15 consecutive days of absence regardless of whether their absences are excused or unexcused. Withdrawn students are not excused from mandatory school attendance requirements and are expected to reenroll as soon as possible. Students who withdraw to attend a non-FCPS school should notify FCPS as soon as possible.

Makeup Work

Students are fully responsible for completing any missed assignments. Teachers may help the student and parent or guardian identify missed work.