

\* **IMPORTANT:** When you attend Chantilly Academy, you are a student at two schools. This means you must report attendance to both your base school and Chantilly Academy. If you check out, you must check out from both schools.

# Chantilly Academy Attendance Policy for Students

*Chantilly Academy Office Attendance Hour Phone Line: 703-222-7496*

*Fax Number: 703-222-7497*

## I. ATTENDANCE EXPECTATIONS

Students are expected to attend all classes and to arrive on time for each class. **Academy students and parent/guardians are expected to comply with these FCPS attendance policies at the Academy just as they do at their base school.**

## II. EXCUSED ABSENCES, JUSTIFIABLE ABSENCE (VA Board of Ed, Code of VA, state statute)

Student Illness	Death in the family	Medical appointment
Dental Appointment	Religious obligations	Reason acceptable to the principal
Testing at base school	Pre-arranged absence	Approved fieldtrip

## III. UNEXCUSED ABSENCES (as established by the FCPS School Board)

Cutting class	Missing the bus	Weather conditions
Late ride	Traffic	Disapproved pre-arranged absence
Over-sleeping	Car problems	Babysitting siblings

\*Per Page 9 of the *FCPS Students Responsibilities and Rights Handbook*, when students have an unexcused absence, "Teachers may assist the student and parent or guardian in identifying missed work, but are not obligated to provide make-up assignments."

## IV. SHUTTLE BUS STUDENTS If a student misses the shuttle bus coming to the Academy,

- a. The student must report to the base school attendance office, subschool or counselor. Base school personnel should notify the Academy Office that the student has missed the bus.
- b. The student must report to the Academy Office the next time he/she attends the Academy.
- c. Students who miss the returning shuttle should notify the Academy Office and the base school attendance office. The student will return to his/her base school on the next shuttle.
- d. If a student misses the bus more than one time, he/she must report to both the Academy Office and Academy Administration.

## V. REPORTING STUDENT ABSENCES BY TELEPHONE

- a. Absence must be reported to both Chantilly Academy and the student's base school.
- b. Parent/Guardian should call the Chantilly Academy Attendance Office at **703-222-7496** prior to or on the day of the student's absence.

- c. Parent/Guardian may leave a message on the answering machine which includes the following:
  - a. Date and time of call
  - b. Students first & last name (spell)
  - c. Reason for the absence
  - 4. Parent/guardian's name (spell)
  - 5. Relationship to student
  - 6. Daytime phone or cell phone number

#### VI. REPORTING STUDENT ABSENCES BY NOTE OR FAX

- a. If parent/guardian has not notified the Chantilly Academy Attendance Office on the day of the absence, a note or fax must be sent to the Academy Office within 48 hours of the student's return to class.
- b. Notes or faxes should include:
  - 1. Date of absence(s)
  - 2. Student's first and last name
  - 3. Reason for the absence
  - 4. Parent/guardian name and relationship
  - 5. Daytime phone or cell phone number
  - 6. Parent/Guardian signature

#### VII. ATTENDANCE CALL OUTS

Chantilly Academy will generate a daily call to the Parents / Guardians of absent students who have not reported excused. **Parents/Guardians need to notify the Academy Office when phone numbers change.**

#### VIII. TARDIES

- a. When a student is late for class, the student will be marked tardy
- b. If a student misses more than half the class, the student is not tardy, the student is absent.
- c. Teachers are the primary contact and facilitator of intervention when students are tardy to class. Teachers will use a variety of strategies (to include parent contact and possible administrative referral) to ensure students are on time to class and prepared to begin the daily lesson.
- d. The Academy Administrator or Base School Administrator may assign consequences including, but not limited to, and attendance contract, detention or other disciplinary action.

#### IX. Continued Attendance Issues May Result in Withdrawal from the Chantilly Academy.

References: FCPS Policies and Procedures P2601.23P and 2234 which govern attendance

