



Fairfax County Public Schools

**Chesterbrook Elementary School**  
1753 Kirby Road  
McLean, Va. 22101

## **Chesterbrook Elementary Attendance Policy and Procedures**

Dear Chesterbrook Parents and Guardians:

Fairfax County Public Schools Regulation 2234.6 and Policy 2232.2 define the guidelines for attendance and absences from the regular school day. Although we understand that some absences cannot be avoided, regular attendance is important for all students to progress successfully, and there is not a substitute for regular attendance at school.

As a school, we are willing to work with families when circumstances require a student to be out. It is essential for you to have access to Blackboard as a way to be informed about your student's assignments, especially when the student is absent from school. All parents should make sure that they are registered and have an account for this FCPS site to promote prompt access to homework assignments, class announcements, and other information about your student's instructional day. Teachers may not be able to accommodate your request, especially at late notice, for make-up work. Therefore, the use of the Blackboard website will help you monitor your child's progress during an absence.

Provided below are explanations of excused and unexcused absences. Regulation 2234.6 states in section IV, C, "Teachers may help the student and parent or guardian identify missed work but are not obligated to provide makeup assignments for unexcused absences."

**Excused Absences** are for illness, medical appointment, death in the family, observance of a religious obligation, and suspension from school.

**Unexcused Absences** are recorded for family and/or student vacations, child care situations, missed school bus, or nonschool-related activities.

### **Educational Travel**

On rare occasions, the principal can excuse travel if parents present a verifiable itinerary that includes experiences that are truly educational, based on the FCPS curriculum. This can include learning about plant/animal species, a guided tour of a national park, geology study, guided tour of a historical site, etc. If an educational trip is planned by a family and there is a request for the absence to be excused, it is expected that the following steps will be followed:

- The parent notifies the classroom teacher and the school office attendance secretary at least **three weeks** in advance of the trip. **Notification is expected as far in advance as possible; three weeks is the minimum expectation.**

- Students will keep up with their homework assignments via the FCPS Blackboard site. **Other assignments may be assigned at the discretion of individual teachers. Families must consult with the teachers about curriculum standards and expectations for work to be completed.**
- Parents submit the completed absence form to be signed first by the attendance secretary, followed by the classroom teachers.
- The principal or his/her designee will review the form and notify the parents of their request status prior to the absence.
- All student work is expected to be made up and presented to the teacher/team as soon as the child returns to school.
- If there are additional items that need to be made up when a child returns, two weeks is the maximum time frame to make up the work.

If you have any questions about student absences, please feel free to contact the school at 703-714-8200. Thank you in advance for working with us to keep absences to a minimum. Your assistance in adhering to the Attendance and Absence Regulations and Policy will help us ensure that your child will continue to make academic progress in the event of a planned absence.

Sincerely,

Robert C. Fuqua  
Principal

**Notification of Absence: Educational Trip  
Chesterbrook Elementary School**

Today's Date: \_\_\_\_\_

Date of Trip including return date: \_\_\_\_\_

Destination: \_\_\_\_\_

Name of Student/Grade \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_

**To Be Completed by Parent**

Educational Purpose of Trip:

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Educational Activities that will be completed related to the trip under the supervision of a parent:  
**Ex.** Journal, map, word problems related to travel, volunteer work for community, etc.

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Additional Comments:

**Signatures and Agreement:** Parents are asked to notify the following staff members and collect signatures prior to speaking with the principal about the trip.

The classroom teacher/grade level team has been made aware of this absence, and appropriate plans have been discussed for the student to keep up with school assignments via the class blackboard site, contacting another class family, or another agreed upon plan. It is understood that some make up work may need to be completed following the trip depending on the pacing of the classroom and other needs. All work must be made up within two weeks of return from the absence.

\_\_\_\_\_  
Classroom Teacher/ Team

\_\_\_\_\_  
Date

\_\_\_\_\_  
Specialist Teacher(If appropriate)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attendance Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date