



Attendance Policy

You need to be in your academy class every possible minute throughout the year.

As a student at the academy, *you* are ultimately responsible for making sure your attendance record is accurate. Work closely with your teacher to monitor your attendance record.

Fairfax Academy's attendance policy is very similar to your base school's attendance policy. However, there are some procedures that are unique to the academies, and it is very important that you follow these carefully to insure that your attendance record is correct.

- Your **Parent/Legal Guardian** must call or write a note to **both the academy and the base school** when you are absent due to illness, doctor's appointments, or death in the family. For pre-arranged absences, they will sign the Academy's "Pre-Arranged Absence Form". **Parents/Guardians cannot excuse academy absences due to base school activities.**
- Your **Base School** (counselor, attendance office, administrator) must sign the academy's "Pre-Arranged Absence Form" when you are required to attend a base school activity such as AP/SOL testing, assemblies, pep rallies, meetings, or other bell-schedule changes that cause you to have to miss your academy class.

Absences and Tardies

An absence is defined as:

- failure to attend class or classes
- tardiness of 20 minutes or more
- three unexcused tardies (which equals one unexcused absence)

Students who accumulate three unexcused absences in a class in one quarter will fail that class for that quarter. This grade will be recorded by letter grade as an "F". If percentages are used, a 63% will be recorded. If the student's academically earned grade is lower than 63%, the earned percentage will be recorded.

The reason for an absence or tardy must be reported to the academy office on the day of the absence when possible or within two school days (48 hours) of the last day of the absence. Notification must be received in the specified time period or the absence will be marked "unexcused". NOTES AND PHONE CALLS TO EXCUSE AN ABSENCE RECEIVED AFTER THE 48 HOUR PERIOD MAY NOT BE ACCEPTED. While it is the parent/guardian responsibility to inform the academy of the reason for their student's absence, it is the academy's responsibility to determine if the absence is excused or unexcused.

All base school activities must be pre-arranged (with an authorized base school signature), using the "Pre-Arranged Absence Form" which is available in each academy classroom, the Fairfax Academy office, and on the Fairfax Academy's website.

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If reporting an absence or tardy by phone:

- The Parent/Guardian should call the day of the absence or tardy, if possible, but **no later than two school days (48 hours) after the absence.**
- To report an absence, **call the Academy Office – (703) 219-2226.** Call at any time - an answering machine will take your message.
- If leaving a message, it is helpful for the Parent/Guardian to speak slowly, clearly, and indicate: *the student's name & base school, the reason for the absence, the name of the academy course student is taking, and the phone number where the Parent/Guardian can be reached during the day.*

If reporting an absence or tardy by note:

- If absent, the student should bring a note to the academy office the first day back from the absence if possible, but **no later than two school days (48 hours) after the absence.** If the student is absent on multiple consecutive days, the parent/guardian must confirm the absence within two days of the student's return to school. When arriving tardy with a note, the student should report to the academy office **prior to** reporting to their class. A tardy check-in slip will be issued. ***All attendance notes must be written, dated, and signed by the parent or legal guardian with a daytime phone number included.***

If a student misses a shuttle bus:

- If a student misses a shuttle bus from their base school, they should report immediately to their attendance office, sub-school office, or guidance counselor. A base school staff member must then call the academy office to report the absence to verify the student is safe and accounted for. ***However, this is still an unexcused absence.***

Pre-Arranged Absences

Academy students must pre-arrange absences in advance for required school-based activities such as testing, field trips, guidance programs, etc. and for college visits. However, missing an academy class for **optional** school-based activities (pep rallies, assemblies, etc.) should be kept to a minimum. ***Students are responsible for work and time missed in academy classes due to absences (see course syllabus for details).***

- **For pre-arranged Family Activities,** the Academy's "Pre-Arranged Absence Form" *must be signed by a parent and the student's Academy teacher.* It must include both the date/s and reason for the absence.
- **For pre-arranged Base School Activities,** the Academy's "Pre-Arranged Absence Form" *must be signed by a base school staff member and the student's Academy teacher.* It will include both the date(s) and reason for the absence.

NOTE: Students must complete and return the "Pre-Arranged Absence Form" at least TWO DAYS IN ADVANCE of the upcoming activity.

Check-Outs

Students who become sick or need to leave school during the school day and, as a result, miss their academy class must check out from school at their base school attendance office. Have the attendance office call the academy immediately to let us know you will not be attending that day. Students who are absent from their AM class at the academy must check in at their attendance office at their base school if they are able to attend classes there later that same day.

PLEASE POST FOR EASY ACCESS:

**Fairfax Academy Attendance Number
703-219-2226**