



### **Attendance Procedures and Policies 2009-2010**

Virginia State Law requires students to attend school until age 18. Fairfax High School students are expected to be in attendance every school day unless special circumstances warrant their absence from school. Period-by-period attendance will be reported to the subschool office. As a courtesy, FHS uses an automated e-mail and telephone system daily to notify parents that their student has been marked absent in one or more classes.

#### **If your student is going to be absent or late:**

- Call the appropriate subschool office to report the absence/tardy. (703-219-2211).
- If you do not contact the subschool office on the day of the absence/tardy, you must send a note or call **within 48 hours** after the student's return or the absence will be unexcused.
- Unexcused absences will result in disciplinary action:
  - **First Unexcused absence in a class** – 2 hour after school detention
  - **Second Unexcused absence in a class** –2 hour after school detention
  - **Third Unexcused absence in a class** – 4 hour Saturday School detention
  - **Fourth Unexcused absence in a class** – mandatory parent conference.
- **Students who arrive late must report to their subschool office** and get a tardy pass. Students arriving more than twenty minutes after the class begins are marked unexcused absent (not unexcused tardy). **Two unexcused tardies equal one unexcused absence.**
- *It is the responsibility of the parent/guardian to call the subschool office to excuse an absence/tardy. It is not the responsibility of the subschool office to call the parent/guardian.*

**All attendance notes should state the first and last name of the student, reason and date of the tardy/absence/check-out (including time), your name and relationship to the student, your daytime phone number, and your signature.**

#### **If your student is going to be absent or late:**

- **Excused absences or tardies:**
  - Reasons for **excused** absences/tardies include: illness of the student, medical or dental appointments, religious observances, death in the family, court, suspension, area-wide power outage and approved prearranged absences.
  - Each day of an **excused absence** affords the student one class period to make-up the work. It shall be the student's responsibility to schedule all necessary make-up work with each of his/her individual teachers.

#### **Unexcused absences or tardies:**

- Reasons for **unexcused** absences/tardies include: overslept, alarm did not go off, missed the bus, ride was late, car trouble/accident, traffic, weather conditions, babysitting siblings, working on a project, personal appointments, typing a paper, studying for a test, parent's fault, individual home power outages, etc.
- Since school bus transportation is available, **tardiness resulting from private transportation will not be excused.**
- When a student has an **unexcused absence** the student has the sole responsibility to obtain from the teacher any quiz, test or other written assignment. The work must be made up by the next non pride time class period. Students can receive only 65% of the earned grade. Other classroom activities can not be made up. Work that was due on the day of the unexcused absence is subject to the teacher's late work policy.

**If your student is going to check out before the end of the day:**

- A written note is required. Write a note, including time and reason for check-out, and have your student bring it to the subschool office before 7:20 am. If no note is sent, the parent/guardian must come into the subschool office and sign out their student. **Students will not be released by phone calls.**
- **Unexpected check-outs are more difficult to handle.**
  - There may be times when something unexpected happens and it is necessary to pick up your student. Please try to call ahead, as it can be difficult to locate a student who may be at lunch, in a P.E. class, etc. You must come into the subschool office to sign out your student.
- If a student becomes ill during the school day, he/she must go to the school clinic. The clinic aide or nurse will contact the parent/guardian and the student will be checked out from the clinic should it be necessary to go home.
- A student who does not check out properly will be marked unexcused absent for the time missed.
- If your student returns to school the same day, he/she must check back in through the subschool office with a note from their parent/guardian.

**If your student is going to have a prearranged absence:**

- Absences for specified reasons, i.e., business and family trips, college visits, medical treatments, funerals, or religious holidays should be prearranged. To prearrange absences, a written note should be sent to the subschool office. Two days notice is necessary to allow teachers to advise students regarding assignments. The subschool office will issue a prearranged absence form, which the student will share with his/her teachers to obtain assignments for the period of absence.
- The last day of school is June 22, 2010 and students are expected to be in attendance through this date. **Requests for an early release from school must be submitted in writing to the Administration no later than Friday, June 4, 2010.**

**Excessive Absences:**

- Students who are absent more than 20% of the days enrolled and who do not have a documented medical condition will be placed on probationary status.
- Students who are absent more than 30% of the days enrolled and who do not have a documented medical condition will be referred to the Fairfax County Attendance Officer and

the court system. Parents of these students may lose the right to excuse their child's absences.

TO REPORT ABSENCE INFORMATION BY PHONE, PARENTS/GUARDIANS SHOULD CONTACT THE SCHOOL ATTENDANCE LINE: 703-219-2211. NUMBERS AND CONTACT INFORMATION FOR INDIVIDUAL SUBSCHOOLS ARE LISTED BELOW:

<b>12<sup>th</sup> Grade (Class of 2010)</b>	<b>Mrs. Parrish</b>	<b>703-219-2224</b>	<b>Room A129</b>
<b>11<sup>th</sup> Grade (Class of 2011)</b>	<b>Mrs. Kreisel</b>	<b>703-219-2395</b>	<b>Room D116</b>
<b>10<sup>th</sup> Grade (Class of 2012)</b>	<b>Mrs. Mall</b>	<b>703-219-4988</b>	<b>Room G157</b>
<b>9<sup>th</sup> Grade (Class of 2013)</b>	<b>Mrs. Bacus</b>	<b>703-219-2231</b>	<b>Room G135</b>