

ATTENDANCE

24 hour attendance line: 703-658-5919

Regular attendance is a necessity for maximum school achievement. Punctuality and dependability in meeting assigned responsibilities are personal behavior habits valued in our society. In order to assist in developing desirable patterns as well as increasing the student's classroom learning, Virginia state law and Fairfax County Public Schools require that students be punctual and regular in school and class attendance. The school system's resources are available to aid in finding solutions to attendance problems that may develop.

Fairfax County/Holmes Attendance Policy

If a student is absent **unexcused** for three days within a grading period, the grade for the subject missed is an F. Three unexcused tardies equal an unexcused absence to the class. Nine unexcused tardies to one class is equivalent to three unexcused absences and will result in an F for that class.

Absences Require a Phone Call

When a student is absent, a parent or guardian should call the **24 hour school attendance line** before 9:30 a.m. The phone number is **703-658-5919**. This procedure should be followed for each day of the absence. Please follow the recording's instructions; be sure to include the child's full name, grade, the reason for the absence, the name of the person reporting the absence and a phone number.

A note is necessary if phone contact has not been made. Acceptable reasons for an excused absence include:

- Illness
- Death in family
- Religious holiday
- Suspension
- Medical appointments

After three days, if a note or phone call has not been received the absence will be unexcused.

Unexcused absences and tardies include, but are not limited to the following:

1. Truancy
2. Class Cuts
3. Personal reasons/problems
4. Missing the bus or ride
5. Traffic
6. Oversleeping

Tardy for School

Arriving at school on time is essential to success in school. However, if a student does arrive late, he or she should report immediately to the office. A note should be presented to the attendance secretary stating the reason for the tardiness or a parent/guardian should accompany the student to the office. All other late arriving students will be issued an unexcused tardy pass.

Check-Out Pass

The student who checks out of school during the day must bring a note signed by a parent/guardian, stating the date, time and reason for leaving. Phone calls for check in/check out will not be accepted. The student must bring the note to the office **before school** and will receive a pass to leave class at the appointed time. The person responsible for checking the student out must meet the student in the office and sign the early dismissal sheet. Under no circumstances is a student to leave school grounds before, during or after school with a person other than their parent/guardian, unless the parent has made prior arrangements with the school. Older brothers and sisters need a note from a parent to pick up a younger sibling from school, unless they are listed on the Emergency Care Card.

