

W.T. Woodson ATTENDANCE

Regular attendance is necessary for maximum student achievement in school. In addition, punctuality and dependability in meeting assigned responsibilities are personal behavior habits valued in our society. To help students develop desirable behavior patterns, as well as maximize their classroom learning, Fairfax County Public Schools requires that students be punctual and regular in school class attendance. Please review **Regulation 2234.6**

Attendance Phone: 703-503-4800

Attendance Office Hours: 7:15am - 2:15pm

Location

The Attendance Office is located next to **Entrance 2** in the front of the building. Room E-107

H1N1 Virus

Updates for H1N1 can be found at
<http://fcpsnet.fcps.edu/supt/swineflu/index.htm>

It is expected that the H1N1 virus will continue to spread through the fall and winter season. The following information will be required for the entire school year. When you call the attendance hotline or when you write a note for your child's absence due to illness, please provide the following information.

1. Your child's name (spell the last name when calling the hotline) and grade.
2. Is your child vomiting or have diarrhea?
3. Does your child have a sore throat or a cough?
4. Does your child have a fever? If yes, what was the highest temperature recorded.
5. When did the symptoms start? When did the symptoms go away?

We continue to urge those with flu-like illness to stay home for at least 24 hours after they no longer have a fever, or signs of a fever, without the use of fever-reducing medicines.

Excused absences

Each student absence, for all or any part of the school day, shall be supported by a valid excuse from the parent/guardian. Your parent/guardian must call the Attendance Office to report an absence OR the student will bring a note to the attendance office from his/her parent/guardian **WITHIN 2 DAYS** of their return to school. **These deadlines are firm.**

Excused absences as set forth by Fairfax County Public Schools are as follows: **illness of the student, death in the family, doctor or dental appointment, observance of a religious holiday, suspension except for certain violations as provided in the current version of Regulation 2601, Student Responsibilities and Rights, or another reason acceptable to the principal or his or her designee.**

Reasons that will not be accepted for excused absences/tardies **include, but are not limited to, family and/or student vacations, childcare situations, nonschool-related activities, missed school bus, oversleeping; alarm didn't go off; missing a ride; ride was late; car trouble; traffic; weather conditions; ; working on homework/project, studying for test; parent/guardian's fault, leaving campus without permission.**

Unexcused Absences and Class Cuts

An unexcused absence is one for which the parent or guardian does not have prior knowledge, consent and/or legitimate reason. When a student is absent without prior communication between the parent or guardian and the school, school personnel will notify the parent or guardian and take appropriate action based on the individual circumstances. After two unexcused absences, a conference may be requested with the parent or guardian. School attendance is required by law, as outlined in the Code of Virginia. Absences and tardies will be addressed by individual interventions with progressive consequences for students.

Excessive Absenteeism

Once a student accumulates 5 or more unexcused absences, (excluding suspensions), the student will be referred to the attendance committee. When a student accumulates 10 or more excused absences, a doctor's note may be required in order for additional absences to be excused.

Late Arrivals

Students who arrive late **must report to Attendance for a pass.** Parent/guardians must call to report that their child will be late, or the student must arrive with a written note that is dated and signed by the parent/guardian. Tardies/absences will not be excused if you do not check in through the attendance office!

Early Checkouts

A student who needs to leave school early **must take the required note to Attendance by 7:20am.** **Students must check out through Attendance in order for the class absences to be excused.** If the student returns to school that same day, he/she must check in at the attendance office.

Pre-arranged Absences

Parent/Guardian must request the pre-arranged absence through the attendance office, three or more days before the date of absence. An administrator will sign the request and designate whether the absence is excused or unexcused. **A reminder, family and/or student vacations are not excused absences.**

Make-up Homework

Students have 2 class periods to make-up missed work due to an excused absence. For example: If a student is absent on Monday, the student should turn in their make-up work on Friday. If the student is absent on the day the make-up work is due, they are required to turn in the work on the first day they are present in school. A long-term excused absence will be provided individual consideration.

Attendance Reminders

- All notes excusing tardiest or absences must include an acceptable reason under FCPS Reg. 2234 and should be submitted to the Attendance Office when the student returns to school.
- All notes excusing tardiest and/or absences must include the date, the time, and the reason, in addition to a parent/guardian signature.
- If a student enters school late and goes directly to class without checking in through the Attendance Office, the student's tardy or absence will be unexcused.
- If a student leaves school grounds without checking out through either Attendance or the Clinic, the student's absence will be unexcused. Notes or calls received after a student leaves campus without permission will not be accepted.
- Pre-arranged Absences:
 1. Must be requested three or more days before the requested date(s). The student will need a signed Pre-Arranged Absence form and/or a parent/guardian note explaining the circumstances of the absence.
 2. Bring the note to the Attendance Office.
 3. The request must be approved by an administrator
 4. The student must then take the form to his/her teachers who will sign it and provide assignments when possible. Completed forms must be returned to the Attendance Office before the absence.
- End-of-the-Year Early Release: For attendance at special summer programs such as Boys/Girls State or for extenuating circumstances (but NOT for vacations), a written request must be made to the Director of Student Services at least two weeks before final exams. The earliest date of withdrawal for a student to receive credits for the year is 14 school days prior to the last scheduled day of school.
- Long-Term Absences: If a student is physically unable to attend school for 30 days or more, the parent/guardian should contact their child's counselor immediately to arrange for an educational alternative. Doctor verification is required; the counselor will assist with the initiation and coordination of this process.
- In accordance with state law, any student who is absent for fifteen (15) consecutive days must be withdrawn from school.