

ATTENDANCE POLICIES

West Springfield High School uses a computerized attendance system, called SASI, by which teachers report absences and tardies for each period of the school day. The faculty and administration have real-time and historical access to a student's attendance. Parents may request a printout of their student's attendance by contacting the Attendance Office (703 913-3819).

Excused Absences

When a student is absent, it is the responsibility of the parent promptly to call or send a note to the Attendance Office. Parents may utilize the 24-hour direct phone line (703) 913-3838 to leave a message.

After 48 Hours, all absences must be cleared through the grade-level administrator. For clarification, excused absences are limited to the following:

- illness of student
- death in the family
- medical or dental appointment
- observance of religious holidays
- suspensions (in most cases)
- approved pre-arranged absences, including college visits
- other reasons accepted by the grade-level administrator

Note: Students who are absent during the school day should not be on school grounds during the afternoon and evening.

Pre-Arranged Absences

For planned absences such as trips, college visits, religious holidays, etc., students must obtain a form from the Attendance Office for teachers and parent/guardian to sign. The completed form must be returned to the Attendance Office prior to the date of the absence. Both full-day and partial-day absences should be pre-arranged. Please avoid pre-arranging absences during the quarter and final exam periods.

Check-In

Students arriving at school after 7:35 a.m. **must** check in through the Attendance Office. This includes break and lunch periods. A note, signed by the parent/guardian, or a phone call to the 24-hour attendance line is required. Please include the student's full name, reason for tardiness, date, and approximate time of arrival. Car trouble, missed bus, pupil placement transportation problems, and oversleeping are not excused by the Attendance Office. Also, students who do not check in properly will not be excused.

Check-Out

Students are not to leave school grounds for any reason during the school day without a check-out pass from the Attendance Office. After a parent/guardian has contacted the Attendance Office by phone or in writing, a check-out pass may be obtained from the Attendance Office. Parents are asked to give the student's full name, reason for and time of dismissal, and a phone number where the parent may be reached during the day (a volunteer may contact a parent by phone to confirm a written note). Students who do not check out properly will not be excused.

Unexcused Tardies

Three unexcused tardies = one unexcused absence.

Unexcused Absences

West Springfield High School follows the FCPS attendance policy, which states that, "A student will receive a failing grade for the quarter if he or she has three or more unexcused absences from the class." Parents will be notified of the first and all succeeding unexcused absences.

Make-up Work

For excused absences, make-up work receives credit; for unexcused absences, make-up work receives no credit. Any exception to this practice shall require the principal's approval. Make up work is encouraged, whether credit is received or not, so that the student will benefit from future instruction. It is the student's responsibility to contact the teacher of each class missed to arrange make-up work.

the first day back in school, regardless of orange or blue days. For each day of absence, a student has one day to make up work. Students are encouraged to check the electronic Blackboard and/or contact classmates about missed instruction and assignments.