

ATTENDANCE POLICY

Absences:

Absence from school for any period of time will result in the loss of learning. It is important for each student to be present whenever possible to take full advantage of educational opportunities. Students are required to make up missed work, regardless of the reason for absence.

There are circumstances that may prevent a student's attendance in school. Such absences, when justifiable, are classified as excused absences. Students will be excused for any of the following reasons:

1. Personal illness
2. Death in the family
3. Medical or dental appointments
4. Court appearances

In addition, principals may excuse students who are absent for the following reasons:

5. Illness in the immediate family that requires the student to be absent
6. Trips or activities that enhance or extend the students education, ***when approved by the principal in advance.**

Students that are absent more than 3 consecutive days need to bring a doctor's note upon return.

Phone in Line

When a student is absent, parents need to call the Absentee Call Line at 703-957-4409 for EACH day the child will be absent. Students may not call themselves in absent, **including students 18 years of age and older.** For your convenience, this is a **24 hour answering machine.** Please leave the following information when calling the Absentee line:

Student's name-spelling the last name

Your relationship to the student

Student's grade

Reason for the absence

If a parent forgets to call on the day of the absence, the school will call to inform you that your student has been reported absent. If this was just an oversight, please call the absentee line at 703-957-4409, and leave a message with the above information. If for any reason, you feel that this is a mistake, and your student is at school, please call the main office at 703-957-4400.

Tardy to school

Students are expected to be on time to school and to their classes. The school will work closely with students and parents, particularly when emergencies arrive. If you know that your student is going to be tardy, please call the absentee line at 703-957-4409.

Students will receive an excused tardy only if it is for one of the excused reasons listed above. Students tardy to school due to doctor, dental or judicial appointment **must bring a note from their doctor, dentist or have a note from the court** when they check in at the attendance office. Otherwise it will count as an unexcused tardy and may result in disciplinary action.

Unexcused tardies include, but are not limited to: oversleeping, car trouble, babysitting or taking siblings to school, missing the bus, car inspections, completing college applications, or working on homework/projects.

After 3 unexcused tardies, the student will be given Friday school. Tardies will be tracked by the attendance office. A notification will be sent to the parent for each unexcused tardy. If a student has more than 3 unexcused tardies, they will be referred to the Assistant Principal for additional consequences.

Note: Administrators reserve the right to revoke parking privileges and/or early release, or employ other consequences which might be more effective for dealing with tardiness.

Attendance Impact on Athletes and VHSL Participation and Other Extracurricular Activities and Events.

Athletics & Extra Curricular Activities include but are not limited to the following: any sport practice or game, marching band, color guard, chorus, orchestra, drama and all clubs. This includes rehearsals/practices and games or performances.

In order to participate in an after school activity, athletes and managers must report to school by 9:30 a.m. and **MUST REMAIN IN SCHOOL THE ENTIRE DAY.**

Any student arriving, unexcused **tardy, after 9:30 a.m.** will not be permitted to participate in after-school activities. **Tardies to school, accompanied by a note from the particular office** (medical, dental, etc.) are excused and the student **will be allowed** to participate. *Please note: parent excused tardies are excused for school purposes, but the student **can not participate.**

Any student receiving an **early dismissal** must bring in a note from that particular office (doctor, dental, etc.) upon return in order to participate in extra-curricular activities that day. Students receiving a clinic dismissal for illness during the school day will not be permitted to participate in after school activities.

Early Dismissal Process

Once a student enters school property, he or she is not to leave the property prior to the end of the school day without permission from the administration. **To alleviate excessive classroom disruption**, the student wishing to leave school grounds for medical appointments, court appearances or religious holidays must present a note signed by the parent/guardian to the attendance secretary before 9:15 a.m. (or upon the student's initial arrival to school). This includes students 18 and over. **The note must contain the student's name and student i.d. number, the reason for the early dismissal, the time of departure and the parent/guardian's signature and telephone number.** The student is required to sign out in the office before leaving the building. Failure to sign out prior to leaving will be considered truancy. **No Early Dismissals will be given during standardized tests.**

Since we cannot properly identify a parent through the phone, **a written note** is required for an early dismissal. Any unplanned dismissals may be requested in one of three ways:

1. Fax a signed note with the above listed information to (703) 542-5960. *Please allow ONE HOUR from the time the fax is received for processing.*
2. Email a scanned note to bwh-attdfax@lcps.org. This note must contain all of the above information and **must have the parent's signature**. We will not accept an email without the parent signature. *Please allow ONE HOUR from the time the fax is received for processing.*
3. The parent/guardian can come into the school and sign their child out. Government issued photo ID is required to enter the building.

Any student that becomes ill during the day, must go to the clinic. Students who need to leave school due to an illness may only check out through the clinic.

Students 18 and older

Eighteen-year-old students are not bound by Virginia's compulsory attendance laws. They may be dropped from the rolls for various violations of school rules, including poor attendance, behavior difficulties, willful violation of rules and regulations, lack of cooperation and lack of effort.

Eighteen-year-old students who choose to remain in school are expected to comply with all rules and regulations including attendance requirements. This includes adhering to the early dismissal policy where parent notes and/or faxes are submitted to attendance for consideration. This also includes students not being able to call themselves out absent or tardy.