

POLICIES AND REGULATIONS

ATTENDANCE

Mrs. Carol Begley, 540-422-7338, krhsattendance@fcps1.org

1. Students who expect to be successful in school need to attend school regularly.
2. **If your child will be absent from school, please call or e-mail Mrs. Begley in the Attendance Office to let her know before 8 A.M. the same day. Please include your name and telephone number, the name of your child, and the reason for the absence.**
3. **Students are expected to be in class every day. Anyone missing over ten (10) days in a course may automatically fail the class.** Students must be in class for one-half of the allotted time to be counted present. There may be a few, exceptional, legitimate causes for a student to miss instruction, and these will be determined in an administrative review at the end of each semester.
In reviewing a student's absences, the Principal will check with the school counselor, the classroom teacher, the attendance office, and the student's attendance file to determine the reasons for the excessive absences. If there is not **medical or legal documentation** for the absences in excess of 10 for a class, the grade will be changed to an F (59) unless the cumulative grade is below a 59.
4. Upon returning to school from an absence, a student should submit, to the attendance office, a written note from his/her parent or guardian. This note should include the following:
 - (a) The full name of the student.
 - (b) The reason for the absence.
 - (c) The student's grade and homeroom number.
 - (d) The parent's or guardian's telephone number at which he/she can be reached during business hours for verification.
 - (e) The signature of the parent or guardian.

This note serves the purpose of informing the school that a student's parent/guardian is aware of the student's absence.
5. Arrangements for make-up work must be made with the teacher within **two days of an absence.**
6. Students who miss class due to involvement in **field trips** or **athletic contests** are responsible for obtaining their homework and/or assignments prior to attending the field trip or athletic contest. All assignments are due as scheduled by the teacher.
7. A student will not be allowed to take a field trip if he/she has missed more than two days per month of school. School sponsored activities do not count as absences against field trips.

Tardy to School:

8. When a student arrives tardy to school, the student will report to the attendance office for a tardy pass to class. Each tardy that a student receives will apply to the discipline schedule for all tardies.
9. Unexcused **TARDIES** will be disciplined by the following schedule:

#	<u>CONSEQUENCES</u>
3	Verbal warning, copy of tardy referral mailed home
4	1 day After School Detention
5	1 Saturday School or 2 After School Detentions
6-9	2 Saturday School days or 3 days of In-School Detention
10+	Mandatory Parent Conference <u>and</u> 2 Saturday Schools, or 3 days of In-School Detention

**The tardy count will restart each term.*

When a student accumulates unexcused tardies to school, the privilege to park on school property may be suspended according to the following schedule:

- | | |
|-----|--|
| 5 | 5 day suspension of parking privilege |
| 6-9 | 10 day suspension of parking privilege |
| 10+ | 15 day suspension of parking privilege or permanent loss of parking privileges |

All tardies to school are considered unexcused with the following exceptions:

- (a) **Documentation from a medical doctor, dentist or a court matter. Official documentation must be provided when returning to school.**
 - (b) **Parent or legal guardian notifies the attendance office, via phone or email, on the day of the tardy.**
 - (c) **A student is allowed up to five of the above listed excused tardies to school per term.**
10. Students who are not in their classroom when the tardy bell begins ringing are tardy to class.
 11. By School Board policy, students are required to be in school for a full day unless they are in a coop program. Only the superintendent of Fauquier County Public Schools may grant an exception to this policy. Students are not allowed to use daily early dismissals or tardies to school to "drop" a class.
 12. Tardies and class absences are kept by each teacher. Students who are not in their classroom when the tardy bell begins ringing are tardy to class. Parents will be notified of class absences on the report cards. Excessive tardies to class will be applied to the discipline schedule for all tardies.

13. Administrators will assign consequences to students who are tardy to class. Any student who does not fulfill the discipline assignment will be referred for further disciplinary action. When a student receives excessive tardies to school, the student will be referred to an administrator to receive the consequences of his/her tardiness.
14. Students who are tardy to class by 5 minutes or longer will be referred to the office for a cut.

Early Dismissals:

15. If a student needs to leave school early, the student must present a note requesting the **early dismissal to the office before 1st block**. The request must include reason(s) for leaving, time of requested dismissal, and parent/guardian's signature and telephone number for verification. An early dismissal will be granted for the following reasons: medical appointments, court appointments, or emergency situations. **The office will only grant an early dismissal by phone call if there is an emergency.** Students who abuse the privilege of early dismissals may be prohibited from having early dismissals unless the parent comes in to sign out the student. Students may be limited to 10 early dismissals per semester. If a student leaves school without signing out in the attendance office, or leaves school property without permission, the student will be processed for a class cut. Further disciplinary action may be taken. **On exam days, no early dismissals will be issued during an exam period.**
16. A student who misses an after school detention or Saturday school will be rescheduled once per term without consequence. Any additional misses may result in out-of-school suspension (OSS).
17. If a student parks on school property during a parking suspension, or if any car is parked in the student's assigned spot, he/she may lose an additional 10 days parking privileges. Additional offenses may result in loss of parking privileges for the remainder of the year.
18. Once a student arrives on school property, the student may not leave school grounds without permission from the main office.
19. **Emails from parents/guardians are only accepted for an emergency (ie; Dr. Appt, Family Emergency). An email will need to be sent to the attendance office at least an hour before the dismissal of the student. Please do not call for Early Dismissals.**
 - **NOTE: Please put anyone you believe may pick your child up from school on your Emergency Permission Form.**
 - If your child is a driver and plans to sign out for early dismissal, he/she must provide a note before first block following the same rules as above and must sign out with the Attendance Office before departure.
 - **IMPORTANT: The Attendance Office MUST have an Emergency Permission Form on file before your child is allowed to leave school for early dismissal.**

EXAM EXEMPTIONS:

- Students who have four or fewer absences and have maintained an "A" in the class, or students who have three or fewer absences and have maintained a "B" in the class will not have to take the final exam. The only absences that do not count as absences from exemption status are school sponsored activities such as field trips and athletic participation. (example; if you come to school tardy at 11:00am (excused or unexcused) then you will be counted as absent in block 1 and 2)
- **All Students are required to take mid-term exams. There are no exemptions from mid-term exams.**
- If a Student is unable to take mid-term exams or final exams at the regular schedule exam time than arrangements/make up date **must be made in advance through the student's administrator.**
- Procedure for Early Dismissals and Late Arrivals on Exam Days:
 - Late arrivals and early dismissals are only permitted during the break between 9:20-9:35 AM. The second exam begins at 9:40 AM. Students who have not been picked up by 9:40 will be sent to class and released at 11:35 AM which is the end of the exam block. Students arriving late for the second exam period may not be permitted to enter class to take their exam. The student's make-up exam will be scheduled for after school on the same day.
 - A sign-out station will be located at the Main Office entrance. Parents are required to come in and sign the student out. The early dismissal process applies to exam days! Students should report to the Main Office exit at the conclusion of the early block exam. We will not call for students.
 - **The exam exemption policy only applies to final exams. All students are required to take midterm exams.**

COLLEGE VISIT REQUEST

- **SENIORS** are allowed 3 college visits per term with prior approval as documented by the college. A College Visit Request Form must be filled out completely and turned into the Attendance Office **before** the College Visit. College visit request forms are available through the Guidance Office. College Visits for Seniors will not count towards the exam exemption and will count as Field Trip Status as long as all documentation is received within 2 school days of the College Visit.
- **JUNIORS** are allowed 2 college visits in the Spring Term of their Junior year. Same process applies as noted above.