

## After School Activities

1. Students are required to be in school the full day on the day of a weekday game, pursuant to Reference (c). The only exception is for an appointment approved by the school administration in advance.
2. A student cannot be absent from school and attend practice except for an excused absence approved by the administration in advance.
3. A student who is "unexcused absent" on the day of a scheduled athletic program is ineligible for participation in that event.
4. A student suspended from school is not eligible, at the minimum, for the next scheduled competition.

## REQUESTS FOR STUDENT ABSENCE

A student educational monitoring plan shall be implemented during all pre-approved extended absences to mitigate the negative impact on a student's educational program. This plan will provide a comparable experience to the traditional classroom or course in content, rigor, and expectations for completion of assignments.

School administrators must consider the following factors prior to approving an absence:

- A. The student is in good academic standing.
- B. The student has a record of consistent school attendance during the current school year.
- C. Review of the impact previous extended absences from school have had on the student's educational program during the current school year.
- D. Administration shall confirm with the parent or sponsors Command, if dates of any extended absence are mandatory or discretionary.

Teachers will provide the parent or sponsor with an outline of assignments (elementary) or course syllabus (secondary) that is to be completed during the student's absence from school and included as a component of the Student Educational Monitoring Plan.

Check here for the full DoDEA Regulation:

<http://www.am.dodea.edu/campbell/campbellhs/PoliciesProcedures/DoDEA%20Attendance%20Policy.pdf>

## Tardy

### Students

- are expected to report to school each day on time and to report to all classes on time. Failure to do so constitutes tardiness.
- are responsible for making up all missed work when arriving late to class.
- shall understand the differences between excused and unexcused absences, to include possible consequences for excessive unexcused absences or tardies, in accordance with DoDEA Regulation 2051.1

**Excused Tardy:** Conditions that constitute an excused absence also constitute excused tardy.

**Unexcused Tardy:** Tardy from school or a class without **written** verification from a parent or sponsor will be unexcused and students leaving school grounds without prior written parent or sponsor permission.

### Excessive Tardy

- School administration shall monitor daily attendance data to identify students who frequently arrive **late to school**. Appropriate interventions may be developed to improve on-time arrival to school, taking into consideration the student's unique circumstances to include illness, extensive medical appointments or procedures, or family circumstances.
- After 5 cumulative tardies to school (excused or unexcused) in a semester, the administration shall meet with the student and their parent or sponsor to discuss the excessive tardiness and identify the extent to which the tardiness has impacted the student's academic and social-emotional progress. Consideration shall be made for the student's unique circumstances to include illness, extensive medical appointments or procedures, or family circumstances
- As appropriate, the SST is responsible for developing an intervention plan to support the student's successful completion and advancement for the current school-year.

### FCPS Policy: Driver's Permit & License

In order to obtain your driver's permit and retain your driver's license, you must meet the following criteria:

- must remain enrolled in school
- must have a cumulative GPA of 2.0 and above.
- no more than 8 unexcused absences per semester

# DoDEA Attendance Policy



It is DoDEA policy that:

a. Regular school attendance correlates directly with success in academic work, improves social interaction with adults and peers, provides opportunities for important communication between teachers and students, and provides a cumulative effect of establishing life-long positive habits that are critical for developing career readiness skills and success in college.

b. School attendance is mandatory.

- (1) All students are required to attend school for 180 instructional days per school year (subject to exceptions noted within this policy) to ensure continuity of instruction, successfully meet academic standards and demonstrate continuous educational progress.
- (2) Except for exigent circumstances, absences such as family vacations and absences during standardized testing will be unexcused.
- (3) Medical appointments and other discretionary appointments should be scheduled during non-school time to maximize student learning.
- (4) School attendance is a joint responsibility between the parent or sponsor, the student, the classroom teacher, and the school. The parent or sponsor should make every attempt to ensure their children attend school each day school is in session and also establish regular communication with the classroom teacher.
- (5) A student educational monitoring plan shall be implemented during all pre-approved extended absences to mitigate the negative impact on a student's educational program. This plan will provide a comparable experience to the traditional classroom or course in content, rigor, and expectations for completion of assignments.
- (6) Students with excessive school absences, as defined in this Regulation, will be monitored by the Student Support Team to assist students in the completion of all required work and successfully master course objectives.

DoDEA considers the following conditions to constitute reasonable cause for absence from school for reasons other than school related activities. The principal has final authority to identify an absence as excused from school and institute a Student Educational Monitoring Plan to be completed during absences when appropriate.

1. Personal illness.
2. Medical, dental, or mental health appointment.
3. Serious illness in the student's immediate family.
4. A death in the student's immediate family or of a relative.
5. Religious holidays.
6. Emergency conditions such as fire, flood, or storm.
7. Unique family circumstances warranting absence and coordinated with school administration.
8. College visits that cannot be scheduled on non-school days.
9. Pandemic event.
10. Students are responsible for completing and submitting all assignments identified in the course syllabus or class outline provided by their teachers) within a reasonable time period. The Student Educational Monitoring Plan shall be completed for excused absences.

 **Important:** Absence from school or class without **written verification from a parent or sponsor will be unexcused.**

## ATTENDANCE CALCULATION

### Elementary Schools:

Student attendance is recorded as "daily attendance."

### Secondary Schools:

Student attendance is recorded as "period attendance."

1. Absent up to 25% of day = absent quarter day
2. Absent between 26% to 50% of day = absent 1/2 day
3. Absent between 51 % to 75% of day = absent 3/4 day
4. Absent between 76% to 100% of day = absent full day

## EARLY DISMISSAL

- a. All students must have **written** permission from a parent or sponsor before leaving school while it is in session.
- a. Early dismissal will be documented based upon the time the student is dismissed from school. This will be counted as an absence from school using a quarter of the school day formula, in accordance with this Regulation.

## Unexcused Absence

- School administration will contact one parent or sponsor of each student who is "absent unexcused" from school.

## Excessive Absences

- After 5 cumulative absences (excused or unexcused) in a semester, the school administrator shall review the student's academic performance, the reasons for the absences, and determine the impact of repeated absences on the student's academic and social emotional progress. Consideration shall be made for the student's unique circumstances to include illness, participation in extracurricular activities, or extended leave. If appropriate, a referral shall be made to the SST, an intervention plan may be developed by the SST to support the student's advancement for the current school-year (elementary and middle school) or, successful completion of course credit (secondary).
- If appropriate, after 7 cumulative absences (excused or unexcused) in a semester, the SST is convened to review the student's academic and social emotional progress and if appropriate, develop or revise the intervention plan. When appropriate, the principal shall request Command assistance to ensure that appropriate action or services are implemented to improve school attendance.
- Students Identified as At-risk. Students who are identified by school administration or the SST as at-risk for not fulfilling the grade or course standards, shall be monitored throughout the school-year and the SST reconvened as necessary, to consider the student's unique circumstances and determine what additional educational supports are needed, such as:
  1. Meeting with parent or sponsor.
  2. Command assistance.
  3. Participation in make up class(es).
  4. Participation in summer school course(s).
  5. Recommendations, which may include the establishment of an attendance plan for the following school-year, by the SST.

## Elementary and Middle School Students— Grade Level Placement

The school administration shall meet with the parent or sponsor to discuss the student's educational, social and emotional development during the current school-year and develop an educational plan that may include non-routine placement, in accordance with DoDEA Regulation 2000.03 (Reference (e)). The grade level placement of students will be considered on an individual basis. Decisions will reflect the best interests of the student.

## Secondary Students – Possible Loss of Credit

1. Separate from any discipline that may be imposed, students with excessive absences may be subject to loss of course credit.
2. Students may lose credit when they have accumulated 7 or more unexcused absences in a class or course during a semester. The administration will verbally warn the student and parent or sponsor (via email or written notification) of possible loss of credit after 3 unexcused absences. As appropriate, the administration will meet with the parent or sponsor to discuss the student's educational progress.

**Notification.** The administration will send notification (via email or written notification) of possible loss of credit to a parent or sponsor of students who have 7 unexcused absences during a semester. The school principal shall conference (in person or telephonically) with the student, together with his/her parent or sponsor, to discuss the reasons for the absences, consider the student's unique circumstances, and discuss the possible loss of credit and options for making up the credit. If credit will be denied the principal shall provide official written notification to the parent or sponsor.

**Grade Level Placement and Loss of Credit.** The grade level placement of students and loss of credit will be considered on an individual basis. Decisions will reflect the best interests of the student.

## Appealing Loss of Credit

1. Students may appeal their loss of credit by submitting a written petition to the school principal within 10 days of official written notification.
2. The appeal process must include a discussion between the classroom teacher(s) and principal.