



## 2015 – 2016 CHESAPEAKE SCIENCE POINT ATTENDANCE POLICY

### Late Arrivals

Students that arrive late to school need to report to the front desk area to sign-in and receive a pass. A child arriving late to school without a note will receive an “unexcused” Tardy pass. Students wishing to have their tardiness “excused” will need to present a note with an approved “excusable” reason. Students in middle school should hand in notes to Mrs. June. ([jcalvert@mycsp.org](mailto:jcalvert@mycsp.org)) Students in high school should hand in notes to Mrs. Angie O’Brien. ([aobrien@mycsp.org](mailto:aobrien@mycsp.org))

- Please note if a student arrives more than 2 hours late to school, they will be marked half-day absent.

### Early Dismissals

- When there is an early dismissal due to a medical appointment, the student must bring a note from the parent / guardian. The note should go to Ms. June ([jcalvert@mycsp.org](mailto:jcalvert@mycsp.org)) for middle school and to Mrs. O’Brien ([aobrien@mycsp.org](mailto:aobrien@mycsp.org)) for high school. In return, the student will receive a pass to leave class at the time of their dismissal. The student will report to the front desk area at the time of dismissal and wait for a parent / guardian to sign them out.
- Students that leave more than 2 hours early from school will be marked half-day absent.

~All medical appointments require a note from the Doctor’s office when a student returns to school.

- If a student becomes ill at school, he/she **must report to the Health Room.**

### Absences

When a student is absent from school, a parent / guardian is not required to call the school to inform them. However, contacting teachers directly via email to keep up with missed work is always a good idea.

If your child has been absent for any reason, you must notify the school as soon as practical, but no later than three (3) school days after he or she returns to school. The notification must be done in writing or sent via email to Mrs. June Calvert – [jcalvert@mycsp.org](mailto:jcalvert@mycsp.org) (6<sup>th</sup>-8<sup>th</sup> grade) or Mrs. Angie Obrien – [aobrien@mycsp.org](mailto:aobrien@mycsp.org) (9<sup>th</sup> – 12<sup>th</sup> grade) and is subject to monitoring and verification.

Please include the following information in your child’s absent note:

- Student First and Last Name
  - Date of absence
  - Reason for Absence (must be a lawful reason to be excused)
  - Parent Signature
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- Lawful Causes of Absence include:
    - Death in family
    - Illness
    - Religious Holiday
    - Court Appearance
    - Suspension
    - State Emergency
    - Hazardous Weather Conditions

- Work Approved or Sponsored by the School
- Lack of Authorized Transportation (This does not include students that miss the school bus)
- A visit with a parent / guardian who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting

~ **Absences in excess of 5 consecutive days due to illness require a physician's note.**

**Planned Extended Leave of Absence**

- If a student will miss more than 4 consecutive days of school for reasons other than illness, an approval form must be filled out and approved prior to the leave of absence. The form is located on the CSP website and at the front desk area.

Teachers will, within reason, assist students when the absence is excused. Students are responsible for work missed even if the absence is unexcused.

The following attendance interventions will be utilized when the student is violating the attendance policy set forth by AACPS:

The first letter is sent after the student has reached 3 excused or unexcused absences. Each subsequent absence will result in additional letters being sent home.

First Letter – Grade Level Department

Second Letter – School Counselor

Third Letter – Assistant Principal

Fourth Letter – Principal

\*After the fourth letter, the parent will be referred to the State's Attorney's Office and a request will be sent for a student to participate in Project Attend or District Court.

**Students returning from an excused or unexcused absence have the following responsibilities:**

1. Students must turn in their absent notes directly to Mrs. June for grades 6-8<sup>th</sup> or Mrs. O'Brien for grades 9-12<sup>th</sup>. Parents have the option to send an email as well.
2. Students must turn in any previously assigned written work (homework, papers, projects, etc.) by the end of the first school day of their return unless they have made other arrangements with the teacher.
3. Students must be prepared to complete any quizzes, tests, or presentations at the start of the next class they attend. Teachers may choose, in conjunction with the student, to schedule the make-up work, tests, quizzes or presentations for a time outside of class.