



2023-2024 Forms Packet

All students: submit forms to your classroom teacher
or to Academy staff in E119 by Friday, September 15.

Thank you!

Print Student Name

Base School

Academy Class & Class Period

Student ID

TO DO: UPDATE INFORMATION & COMPLETE FORMS



- Verify that your Emergency Care and Health Information is up to date with your base school. We will use this information to support your student if needed.
- Read and sign the Academy Student Expectations agreement (all students).
- Complete the Transportation Agreement (students traveling from other base schools only). If anything on this form changes during the school year, it needs to be resubmitted with parent signature.

PARKING TAG REQUESTS

- Submit the completed forms packet (this one) to the Academy office.
- Complete the Parking Tag request form (in this packet). Complete all fields.
- Attach a copy of your driver's license.
- Bring payment at the time you request a parking tag. Cost is \$67, payable by cash in exact change or by check payable to Fairfax High School. This fee is waived if you have purchased a parking permit at your base school – attach a copy of your receipt or your parking tag with your request.



Bring all your forms along with your parking tag request to E119. We will deliver your parking tag to your classroom during the first week of class. You may obtain a temporary parking pass from the Academy office if needed.

MEDICAL & HEALTH NEEDS

If your student needs to keep medication at Fairfax High School or has specific medical needs during the school day, please contact the Fairfax High School clinic at 703-219-2210.

FAIRFAX ACADEMY FOR COMMUNICATIONS & THE ARTS

3501 Lion Run ▪ Fairfax, VA 22030 ▪ Office (FHS E119): (703) 219-2226

American Sign Language | Arabic | Chinese | Korean | Dance | Fashion Careers | Game Design | Music & Computer Technology
Musical Theatre & Actors Studio | Professional Photography Studio | Social Media Marketing | TV & Media Production

ACADEMY STUDENT EXPECTATIONS: ALL STUDENTS

- All students understand that Academy classes are a privilege.
- All students will have cell phones put away unless specifically allowed by the teacher.
- All students will always be in class on time. *All Fairfax Academy students will not be late more than 3 times per quarter. Students with excessive tardies will be placed on a tardy agreement.*
- All students will attend class. Regular and consistent attendance is essential to learning. *All Fairfax Academy students agree to miss no more than 5 classes per quarter. Students with excessive (more than 6) absences per quarter will be placed on an attendance contract.*
- All students are responsible for turning in high quality work in a timely manner, regardless of attendance.
- All students will engage as positive community members while traveling to and from, while in their Academy class(es), and while attending/participating in Academy events.
- All students will prioritize time in their Academy class(es).
- All students will maintain a high level of academic integrity.
- All students will come to class prepared to engage in the instructional activities.
- All students will wear their lanyards.

ACADEMY EXPECTATIONS: FAIRFAX HS STUDENTS

Schedule

- Fairfax HS students are expected to arrive promptly to their Fairfax Academy class following the FHS bell schedule. (Example: FHS students who are scheduled for the AM block at Fairfax Academy are expected to be in their Academy class no later than 8:10am.)

Lunch

- FHS students attending a MD (5th and/or 6th period) Fairfax Academy class eat A lunch. Students must be in their Academy classroom no later than 11:51am when A lunch is over.

Altered Schedules/Special Events

- For safety and security purposes, when students are on the grounds of Fairfax High School, they must be with a staff supervisor in a designated location. Anytime FHS has a modified bell schedule, students are expected to follow the FHS schedule, including their Academy class.
- There are times that you may need or want to miss your Fairfax Academy class for special events such as SOL testing, class meetings, pep rallies, etc. It is your responsibility to complete the Fairfax Academy pre-arranged absence form and turn in to the Academy office. Please also let your Academy teacher in advance of your absence and arrange for make-up work.
- If you decide that you still need to attend your Academy class, it is your responsibility to contact your FHS teacher whose class you will miss and arrange for make-up work ahead of time in addition to notifying the FHS attendance office.

Parent/Guardian Signature

Date

Student Signature

Print Student Name

TRANSPORTATION AGREEMENT

Only students who travel from other schools to Fairfax Academy complete this portion.

Reminder: FCPS policy does not allow students to ride a shuttle some days and drive other days. If your chosen transportation method changes, you must resubmit this form with parent signature.

Print Student Name

Base School

My student will travel to Fairfax Academy by the following method (check only one):

- ☐ **On a shuttle bus between the base school and Fairfax Academy.**
- ☐ **In a private vehicle (complete the next section).**

Permission to Drive And/Or Ride in a Private Vehicle

By permitting your child to drive and/or ride in a private vehicle, you acknowledge that Fairfax Academy and/or Fairfax County Public Schools has no liability for students driving or riding to and from class.

Complete both sides of this form (including insurance information on the reverse) for students driving a private vehicle to Fairfax Academy.

Please check only one:

- ☐ I, the parent/guardian, will drive my student to and from Fairfax Academy.
- ☐ My student has permission to drive only themselves to and from Fairfax Academy.
- ☐ My student has permission to participate in a carpool as a driver or as a passenger to and from Fairfax Academy. Provide additional information below.

Carpool Information

Both drivers and riders in carpools must have parent permission. Resubmit this form if carpool arrangements change. Virginia's legal passenger limits for beginning drivers must be observed. Drivers complete both sides of this form.

- ☐ My student has permission to drive to and from Fairfax Academy and bring the following riders. Carpool riders must also have parent permission to ride in a private vehicle. Provide first and last names of passengers here:

- ☐ My student has permission to ride to and from Fairfax Academy as a passenger with the following driver. Carpool drivers must also have parent permission to drive with other students in the vehicle. Provide first and last names of drivers here:

Parent/Guardian Signature

Date

Student Signature

Print Student Name



DRIVER'S LICENSE AND VEHICLE INSURANCE INFORMATION

(for students traveling to and from Academy
in private vehicles)

Information on the driver and the driver's liability insurance is required for all personal and leased vehicles used to transport students (not applicable for school bus or commercial bus drivers or vehicles). This is an official FCPS document. Any falsification or misrepresentation may lead to disciplinary action for FCPS Staff or liability exposure for other drivers.

Specific Trip	Repeated Trip
Date 08/21/2023-06/26/2024	Explain Travel throughout the 2023-2024 school year for students traveling to Fairfax Academy from other base schools.
Destination To and from Fairfax Academy	
Purpose Private vehicle to and from Academy classes	

DRIVER AND INSURANCE INFORMATION

PART I. DRIVER

Name _____

☐ Student

☐ Parent

☐ Teacher or Staff Member (Part II required)

☐ Other

Operator License Number _____

State _____



Expiration Date _____

☐ I certify that I have a valid driver's license as indicated

I certify that the vehicle I will use for this field trip:

☐ is designed and manufactured to transport fewer than ten passengers

☐ meets Federal Motor Vehicle Safety Standards and state standards applicable to passenger car occupant protection standards (at the time the vehicle was manufactured)

☐ has a certified seat and seat belt for each passenger (owner- or dealer-installed seats and/or seat belts are not certified)

Driver Signature _____

Date _____

PART II. FCPS STAFF ONLY

☐ I understand and acknowledge that the validity of my license and my driving record may be reviewed by FCPS Human Resources

☐ I have taken the online defensive driving tutorial offered by SafeSchools™ <https://fairfax-va.safeschools.com/login>

PART III. INSURANCE

Owner or Lessee of Insured Vehicle _____

Insurer _____

Vehicle Make _____

Model _____

Owner or Lessee Signature _____

Date _____

SCHOOL PRINCIPAL APPROVAL

Principal Signature _____

Date _____

2023-2024 PARKING TAG APPLICATION

All information must be filled out by anyone intending to drive to the Academy.

By submitting this application, I understand that I am subject to all FCPS School Board and local school rules. I understand that any violation on my part will result in my privileges being revoked. It is further understood that neither the FCPS School Board or local school shall be responsible for damages incurred while on school grounds or property leased by the school. This permit is non-refundable and non-transferable. This permit must be visible at all times while the vehicle is on school grounds.

To apply for a tag, bring 1) your completed forms packet; 2) this form with all fields completed; and 3) a photocopy of your driver's license. Fairfax Academy parking tag fee is \$67; exact change in cash or check payable to Fairfax High School. Fee is waived for students who have purchased a parking permit at their base school.

Primary Vehicle Registration Information – PLEASE PRINT

STUDENT First & Name:	Student ID#:	Student's Base School:
Circle Student's Grade: 9 10 11 12	Academy Course	Period: Circle all that apply: AM -- MD -- PM
Name of Legal Owner of Vehicle:		
Vehicle Year, Color, Make, Model: <i>ex. 2010 Blue Honda Accord</i>		License Plate State & Number:
Parent Email:		Parent Phone:

List information of any additional carpool vehicles here:

Driver:	Make/Model:	Color:	License Tag State & Number:	Course:

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

By signing, parents agree to all rules and conditions on the back side of this form.

OFFICE USE ONLY:

Payment Info:	Academy Tag # and Parking Space #	FCPS Base School Tag #:
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2023-2024 FAIRFAX ACADEMY SCHOOL PARKING AGREEMENT

If a student has a base school parking tag, it must be presented with this application, and there will be no cost for the Academy parking tag. If a student does not have a base school tag, the cost of a Fairfax Academy tag is \$67.00 per school year. The parking tag will only be valid during their specific Academy block (AM, MD, PM) and will not be accepted on school grounds at base schools.

Fairfax Academy Parking Permit Fees Are Non-Refundable and Non-Transferable.

The purchaser of a Fairfax Academy parking permit will be allowed to park in an Academy parking space during their assigned Academy block(s). Students can carpool and one permit can be used for more than one car as long as the vehicles are registered at the time the permit is purchased.

Reminders:

- All cars must have the Fairfax Academy parking tag displayed at all times while on Fairfax High School grounds.
- **Student vehicles on school grounds may be searched when there are reasonable grounds to believe that they contain illegal items or are in violation of the SR&R.**
- **Unauthorized leaving of school grounds will result in student vehicles being searched.**
- Fairfax High School/Academy is not responsible for stolen items. Students are discouraged from storing valuable items in their vehicles and asked to keep their vehicles locked while on Fairfax High School grounds.
- **Academy students must park only in Academy parking spaces.** Students may not park in any STAFF, VISITOR or MAINTENANCE spaces. If any issues arise, please contact the Academy office.

Penalties: Any violation of this Fairfax Academy parking agreement may result in either written warnings, temporary suspension of parking privileges, or the forfeiture of parking privileges for all persons registered to that vehicle or parking permit, without refund of permit cost, depending on the severity of the infraction.

- **Any vehicle on school grounds without a valid Fairfax Academy Parking Permit, or proper authorization, may be given a written warning, a “ticket” (\$25 fine), or car “boot” (\$50 fine). Vehicles with multiple parking violations will be towed off school grounds at owners’ expense. See the FHS FINANCE OFFICE to pay fines.**
- Unauthorized leaving of school grounds by all students holding an FHS/Academy parking permit will result in loss of parking privileges for all vehicles registered to the permit for 30 calendar days for the first violation, and loss for the remainder of the school year for the second violation, without refund of parking permit cost.

Agreement: I hereby have read, discussed with my parent(s) or guardian(s), and agree to abide by all expectations of the above Fairfax High School Parking Agreement. I also understand the penalties if I should choose to ignore this Fairfax High School Parking Agreement. By signing below I give consent to a search of my registered vehicle by any authorized school employee, should suspicion of prohibited activity arise. All the information provided on the attached form is true to the best of my knowledge. I understand that any attempt to falsify information will result in the removal of parking privileges.

Agreed Upon and Signed By:

Student: _____ **Date:** _____