

ATTENDANCE POLICY

ATTENDANCE

There is a direct relationship between attendance and learning. Missed classroom teaching and learning activities can never truly be replaced. Attitudes regarding the value of education and the importance of study is shaped by parental priorities regarding school attendance.

School attendance policies are designed to encourage a high value on education. **It is imperative that parents support the importance of school attendance by ensuring their child is at school by 7:50 AM and by not asking for or supporting unnecessary absences.** Students who accumulate more than 6 tardies and/or 8 unexcused absences per semester will be placed on an attendance “probationary” status. **Students who participate in sports are not permitted to practice or participate in athletic contests on days they are absent from school.**

*Students receiving scholarship funding with excessive tardies or absences are at risk of losing their funding. School Choice requires attendance reports to be sent to them annually.

TARDIES

Irregular and unfaithful class attendance jeopardizes the student’s progress and detracts from the instruction and learning time. Please minimize tardiness in order to insure the best learning for your student. ONLY TARDINESS DUE TO DOCTOR OR DENTIST APPOINTMENTS OR OCCASIONAL EMERGENCY SITUATIONS ACCOMPANIED BY A NOTE WILL BE EXCUSED. **All students are expected to be in class and ready to work at 7:50 am. K-5 Students who arrive after 8:00 am are considered tardy and must check-in at the main office for a pass to class.**

NEW! Secondary student’s 6th-12th who are late to school will report to the choice room where they will work on iXL reading and math until the end of the period. It’s important that classroom instruction is not interrupted for the teacher and other students.

Students who are not in class at the bell to begin class will be marked with an unexcused tardy unless they have a note from the office or another teacher excusing their lateness.

Consequences for excessive unexcused tardies are listed below:

- **3 Unexcused tardies = Discipline Referral:** Excessive Tardiness; **Consequence:** Warning
- **6 Unexcused tardies= Discipline Referral:** Excessive Tardiness; **Consequence:** 2 days silent lunch, Attendance Probation Letter, Parent Phone Conference Required
- **9 Unexcused tardies = Discipline Referral:** Excessive Tardiness; **Consequence:** Lunchroom Work Detail, Parent Conference to determine enrollment status
- **Additional tardies** will result in out of school suspension and possible reenrollment denial
- **3 tardies = 1 unexcused absence**

ALL-DAY ABSENCE

Excused

Absences for illness, death in the family, dire family emergency, rare and unusual circumstances as approved by the principal are excused. All work missed can be made up for full credit. Upon return, the student must bring a note providing the **date, specific reason for being absent, parent signature, and phone number** where the parent can be reached during the day. Any absence of a student returning to school without submitting a written note within 48 hours will be considered unexcused. For all absences for illness lasting 3 or more consecutive days, a doctor’s note is required to excuse the absences. **Excused/Unexcused absences count toward the number of total absences allowed for the**

semester/year. (Maximum of 8 class periods per class per semester) *see guidelines for makeup work.

Unexcused

Reasons not fitting the above circumstances are unexcused. These include: hair appointments, visits with relatives, sleeping in, etc.

***Unexcused/Excused absences count toward the number of total absences allowed for the semester/year. (Maximum of 8 class periods per class per semester) *see guidelines for make-up work**

Cumulative Exam Due to Absences

Students **exceeding 8 total days absent from any class** will be required to take a cumulative examination for that semester or nine weeks for middle school. Students must pass the exam with a 70% or above to receive credit for that semester's work.

Pre-Arranged Absences

Parents may request a pre-arranged absence for their child for church related activities, out of town family trips, or other special circumstances approved by the administration at least **one calendar week in advance**. All approvals are based on the student's current attendance and academic standing. Parents may request work the child will miss during time out of school. **Pre-arranged absences count toward the number of total absences allowed for the semester/year.** *see guidelines for make-up work

PARTIAL-DAY ABSENCE

Entering School During the School Day

Students coming to school after school begins must bring a note signed by a parent or guardian giving the **date, specific reason for being late, parent signature, and phone number** where the parent can be reached during the day. Students must sign in at the office when they report to school. When the student arrives late for school, all work and projects due on that day must be turned in to the appropriate teacher or it will be considered late work. A make-up schedule for all tests and quizzes must be arranged by the student with the appropriate teacher.

Partial Day Excused/Unexcused

Students are generally excused for doctor/dentist appointments, illness, and verified family emergencies when accompanied by a doctor/dentist note. Reasons for absences are not automatically excused even when accompanied by a note signed by the parent. The school makes the final judgment on excused or unexcused absences that are not medically related.

Leaving School During the School Day (Early check out)

Upon arrival at school, students are not permitted to leave campus without parental and administrative permission. A student who leaves school property without permission from the administration is considered to be skipping school and will be suspended and a conference will be held with administration to determine if the student remains at VCA.

Parents who request their child leave school during the day must provide a note signed by the parent stating the time, specific reason for departure, and phone number where the parent can be reached during the day. Students are not permitted to leave school for non-crucial appointments. This note must be brought to the VCA office at the beginning of the school day. A determination to excuse the

absence will be made at that time. Students must be signed out at the school office when leaving the campus. Students will not be permitted to leave campus for lunch.

EXTRA CURRICULAR ACTIVITIES

Students participating in an extracurricular activity must attend school or an approved school activity for four class periods prior to the dismissal for the school event. When the student leaves early for a school-sponsored event, all work and projects due on that day must be turned in to the appropriate teacher prior to leaving or it will be considered late work. A make-up schedule for all tests and quizzes must be pre-arranged with the teacher. Students who are on suspension are not permitted to participate in extracurricular activities until the day following the last day of their suspension.

Special Events

It is not our practice to dismiss students to attend athletic or other events as spectators. In the case of a special event, an approved check-out time will be posted. Students who leave school before the approved time will be unexcused for all the classes missed. Students on Academic or Behavioral Probation will not be granted permission to leave school early.

Field Trips

Field trips are designed for the students and it is not an expectation that parents attend. Parent chaperones may be utilized for purposes of supervision at the discretion of the teacher and approval of the administration (Live Scanned). Siblings of students are not permitted to attend field trips. Parents of students who are of a discipline concern will be required to supervise their child on the field trip or the student will not be permitted to attend.

Volunteers and Chaperones

In order to protect our students and help maintain a safe environment, VCA requires that all employees, contracted personnel, chaperones and volunteers be “live scan” fingerprinted for VCA. The VCA Office will provide information so that the individual can schedule a screening session through an outside agency. The screening process checks the individual’s record in the State of Florida and also on a national level through the FBI. **The “live scan” process costs \$55.00 and is the parent’s responsibility to pay.** VCA will pay for the renewal fee each year after as long as the parent is an active member of **VCAPA**. If a parent or volunteer has been fingerprinted for another agency, we still require that they be fingerprinted for VCA so that the school has access to their clearance record and electronic file. Parents who are asked to volunteer or are interested in chaperoning should contact the VCA Office for instructions. **Adults are expected to be modestly dressed if volunteering in classrooms or representing VCA on a field trip.**

RETURNING TO SCHOOL AFTER AN ABSENCE

Students returning to school after an absence must provide a note signed by the parent which includes the date of the absence, a specific reason for the absence, and a phone number where the parent can be reached during the day. Students must bring the note to the VCA office within 48 hours of the absence. A parent note does not mean an absence will be automatically excused. The school makes the final determination whether an absence is excused or unexcused.

Make-up Work

Students are allowed to make-up tests, homework, and class work missed due to an excused absence. Make-up work is the responsibility of the student, not the teacher. Suspension days are considered unexcused absences. Make-up work for unexcused absences is at the discretion of the teacher. Please note: one day absent...one day to make up the work. Two days absent...two days to make up, etc.