

ATTENDANCE POLICY

VCHS is committed to the philosophy that every student should attend all classes every day whenever possible. Regular attendance allows our students to benefit from the educational opportunities provided by our high school and its staff. When students are absent, they miss valuable learning experiences, including, but not limited to: direct teacher instruction, class discussion, problem solving, teamwork, and social skills. Research shows direct links between chronic absenteeism and student failure, as well as links between regular attendance and student success. To learn more about how absenteeism affects students, please visit: <http://www.attendanceworks.org/>.

Attendance Requirements

- Students under the age of 18 (age 21 or graduation for special education students) are required by law to attend school. Referrals are made to the Sedgwick County District Attorney for those in violation. (Kansas Compulsory Education Law K.S.A. 72-1111)
- **Credit will NOT be granted for any course in which a student has more than 10 absences in a single semester.**
 - Students arriving to school/class over 15 minutes late will be counted absent for that class period.
 - Students will be considered to have one absence for every three tardies accumulated in a class, regardless of number of minutes late.
 - If the course grade is failing at the time of the 11th absence, the grade will be recorded as “F.”
 - If the course grade is passing at the time of the 11th absence, the grade will be recorded as “WF” (Withdrawal F).
 - Count starts over at 0 at the beginning of each semester
- If the absence is excused, it will NOT count toward the 10 absences. The following reasons may be considered excused:
 - School related athletics and activities
 - Illnesses or injuries verified by a doctor’s note
 - Medical or dental appointments verified by a doctor’s note
 - Funerals with prior notification
 - Obligatory religious observances of the student’s own faith with prior notification
 - Administrator Approved Absence
 - Administrator Approved Absence forms are located in the front office
 - Forms must be turned in 3 days prior to absence in order to be considered
 - Forms require signatures from all teachers before administrator approval
 - Prior to approval, administrators will take into consideration: attendance, grades, behavior, school calendar, number of previous requests
 - If an emergency exists, the administrative team will determine if the absence will be deemed excused or unexcused
- Any absence not falling in the above excused categories, will count toward the 10 total absences per semester.
- A student who has been absent is expected to request make-up work and submit it to the teacher per individual classroom management plans to receive credit.

- Students leaving school without permission are subject to disciplinary action up to and including expulsion.
- Students with unexcused absences are subject to disciplinary action up to and including possible expulsion.

VCCHS Staff Obligations and Procedures

- The school will attempt to notify parents at home or work of unauthorized absences as soon as possible after they occur. If parents call early in the day to report absences, we can avoid making additional calls.
- An automated voice message may go out if your student has not arrived to school by the end of 2nd period.
 - Please make sure your contact information is current with our office.
- After a student has accumulated five absences in any class, our staff will attempt to notify parents. At this time, the student may be required to have a meeting with an administrator.
- After a student has accumulated eight absences in any class, our staff will once again attempt to notify parents.
- If the absence is excused, standard practices will apply (see Make Up Policy p.24 of student handbook)