

VHS ATTENDANCE PROCEDURES

The Verona Board of Education and the Administration feels daily attendance is an essential component of the academic success of any school. VHS requires the parent/guardian to report an absence or tardy by accessing the [Genesis Parent Portal](#).

CREDITS /CREDIT LOSS

In order to receive credit for courses in grades 9-12, a student's total number of unexcused absences must not exceed the following:

In a Full Year Course:	14 total absences
In a 3 Marking Period Course:	12 total absences
In a 2 Marking Period Course:	7 total absences
In a 1 Marking Period Course:	3 total absences

***Every three (3) tardies to class equals one cumulative absence**

Attendance letters are generated automatically in Genesis when the student meets specific attendance thresholds. Please call the school to discuss if you feel that you have received the notification in error.

ADDITIONAL COMPONENTS:

1. If a student loses credit in a course, he or she will receive the grade earned and 0 credits for the course. It should be noted that this course would not satisfy any requirements toward graduation.
2. Once the credit is lost, students must remain in the course in order to make up the course in summer school.
3. When credit has been lost, the student has the right to file an appeal with the attendance committee. **This appeal must be submitted in writing within two weeks of notification of loss of credit and must contain appropriate documentation and sound reasons as to why credit should be restored.** Each case will be reviewed by the attendance committee and recommendations will be made to the principal.
4. Vacations are considered cumulative absences and apply toward the maximum allowable absences.
5. The attendance committee will meet in February for first semester courses and again in June for full year courses to ensure all appeals are thoroughly evaluated. Modifications to the date of the attendance committee meeting can be made by the administration.
6. Each junior and each senior is permitted 3 college visits per school year. The 3 college visits will be excused absences.

EXCUSED ABSENCES

State-excused absences shall be as follows:

1. Religious observance approved by the Commissioner of Education and State Board of Education
2. Participation in observance of Veterans Day
3. Participation in district board of election membership activities
4. Take Our Children to Work Day
5. College visit(s), up to three days per school year for students in grades eleven and twelve

LATE TO SCHOOL

It is important that students arrive at school on time, as any loss of instructional time has an adverse effect on the learning of both the tardy student as well as the students already in the class. Our first block class begins promptly at 8:15 a.m., at which time all students are expected to be in their assigned classroom. A student who is not inside his or her assigned classroom when the bell sounds will be considered late. Students who are tardy to class and miss more than 15 minutes of the period will be charged with a full absence in that course (cut).

Students reporting late to school, regardless of reason, must report to the Attendance Office for a Late-to-School Pass. Teachers will not allow students late to school into their classroom without a pass from the Attendance Office.

CONSEQUENCES/PROCEDURES FOR LATE ARRIVAL TO SCHOOL

1. Students who are late to school in the morning or returning from lunch are required to check into the main office, where they will be issued a pass to go to their classroom.
2. On a student's first unexcused late to school, they will be issued a warning in genesis.
3. Students who are unexcused late to school thereafter will earn a lunch detention to be served the next school day. Failure to report to lunch detention will result in additional discipline.
4. Seniors with more than ten (10) lates to school will lose their senior privileges. Juniors who have more than ten (10) lates to school may not qualify for senior privileges in the next school year. Any student in grades 9 - 12 who exceeds (10) lates to school will be assigned **Saturday detention** for his or her (11th) eleventh late to school.
5. Any student who is late to school (unexcused) more than three (3) times will have privileges revoked for one week. This revocation will be enforced each time a

student accumulates 3 unexcused tardies. When a student is late ten (10) times to any class or to school, ALL privileges may be revoked.

**Please note that students may receive a late to school notification in genesis if proper documentation is not provided upon arrival. If a student can provide documentation to the attendance office at a later date, the late would be deleted from Genesis.*

**Each student will be excused from lunch detention once per semester (for his or her first late to school). The tardy, however, will not be excused.*

SIGNED NOTE ACKNOWLEDGING ABSENCE OR TARDY

All students who are absent or late to school are required to provide the Attendance Office with a signed note from their parent/guardian explaining the reason for the student's absence or tardy. These signed notes serve to document student attendance accurately. **Please note that parent acknowledgement of a student being late to school does not excuse the student from disciplinary consequences or accumulated absences.** Parents are asked to verify the note with a phone call to the Attendance Office.

CONSEQUENCES FOR UNEXCUSED TARDIES TO CLASS

Students will be assigned disciplinary consequences for repeatedly being late to class. The consequences outlined below are per class, and each student will start with a clean slate at the start of each marking period.

Per Marking Period, Per Class:

- **1st offense:** Verbal warning by the classroom teacher
- **2nd offense:** Teacher-Assigned Detention.
- **3rd and subsequent offenses:** Students will be assigned one lunch detention. Failure to serve the detention will result in additional consequences. Repeated violations may result in additional consequences and/or loss of privileges.

SIGN OUT PROCEDURES

If a student has to be signed out early from school, please follow the procedures listed below.

- A parent or guardian must physically enter the vestibule and speak to an administrative assistant to sign their child out of school.
- While in the vestibule, the parent will complete a blue slip for sign out while the administrative assistant calls the student out from class.

Students are not permitted to leave campus for the day without a parent/guardian notifying the main office first by following the procedures listed above.