

# Attendance Policy for the Virginia Governor's School for Visual & Performing Arts and the Humanities

This policy aims to ensure that students maximize their learning opportunities and maintain a high level of commitment to the program.

## 1. Mandatory Attendance

- **Full Participation:** Students must attend all classes, lectures, workshops, performances, and co-curricular activities. Absences will only be excused under exceptional circumstances.
- **Punctuality:** Students must arrive on time for all scheduled events. Tardiness will be recorded and may result in disciplinary action.

## 2. Excused Absences

- **Medical Emergencies:** Absences due to medical emergencies or illnesses will only be excused if supported by a note from a healthcare provider.
- **Family Emergencies:** Travel off campus must be approved by one of the Directors of the Governor's School. Absences due to family emergencies must be verified by a parent or guardian.
- **Religious Observances:** Travel off the campus for religious purposes is not permitted. Travel off campus is approved only in exceptional circumstances, such as family emergencies and court appearances.

## 3. Unexcused Absences

- **Consequences:** Unexcused absences will result in the following consequences:
  1. **First and Second Offenses:** A verbal warning will be issued to the student.
  2. **Third and Fourth Offenses:** A mandatory meeting with a Resident Life Manager or Program coordinator and a follow-up telephone call to the parent/guardian.
  3. **Fifth Offense:** A mandatory meeting with a director of the Governor's School.
  4. **Sixth and Seventh Offenses:** A written warning will be issued to the student, and their parents/guardians and school counselors will be notified in writing.
  5. **Eighth Offense:** The student will be dismissed from the Governor's School without a refund.

## 4. Tardiness

- **Consequences:** Repeated tardiness will be treated as follows:
  1. **First and Second Offenses:** A verbal warning from the counselor or instructor.
  2. **Third Offense:** A more severe verbal warning from the counselor or instructor.
  3. **Fourth Offense:** A mandatory meeting with the Resident Life Manager or Program Coordinator, which may result in a follow-up call to the parent/guardian.

4. **Fifth Offense:** A mandatory meeting with a director of the Governor's School.
5. **Sixth and Seventh Offenses:** A written warning will be issued to the student, and their parents/guardians and school counselors will be notified in writing.
6. **Eighth Offense:** The student may not be issued a certificate of completion of the program, which is reserved for students who have completed the program without serious infractions.

## 5. Notification Procedure

- **Absence Notification:** Students must notify their counselor and instructor promptly if they are or will be absent. Notifications should be made via email or verbally in a phone call.
- **Parental and School Counselor Notification:** Parents/guardians and the student's guidance counselor will be notified of habitual unexcused absences or repeated tardiness.

## 6. Make-Up Work

- **Responsibility:** Students are responsible for completing any missed work due to excused absences. Instructors will provide make-up assignments or alternative work as appropriate.
- **Deadlines:** Make-up work must be completed within the deadlines for the assignment.

## 7. Attendance Tracking

- **Daily Records:** Attendance will be taken at the beginning of each class or activity. Students are responsible for signing in via a QR code, as required for each class meeting.
- **Review:** Attendance records will be reviewed weekly by the Resident Life Managers and Program Coordinators.

## 8. Disciplinary Action

- **Process:** Disciplinary actions will be documented and kept on file. Repeated violations will result in calibrated interventions that may culminate in verbal and written warnings, calls and letters to parents/guardians and the school counselors, and even dismissal from the program.
- **Appeals:** Students may appeal against any disciplinary action by submitting a written request to the Resident Life Managers and Program Coordinator within 48 hours of the action.

## 9. Compliance

- **Agreement:** By enrolling in the Virginia Governor's School for Visual & Performing Arts and the Humanities, students and their parents/guardians agree to comply with this attendance policy.
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