



Attendance Policy

At Voyager, every day is essential to the learning process; therefore, we encourage every student to be at school every day. Students are responsible for collecting and making up any work that they missed while they were out of school. Parents may arrange to either pick up work in advance of a planned absence or can come by the school after an absence to pick up the child's work.

Compulsory Attendance

Every parent/guardian or other person of a child between the ages of 7 and 16 years enrolled at the Voyager Academy Charter Schools, or a child younger than seven if enrolled in school, shall cause such child to attend school continuously for a period equal to the time which the Voyager Academy Charter Schools shall be in session. No person shall encourage, entice, or counsel any such child to be unlawfully absent from school. The parent/guardian or custodian of a child shall notify the school of the reason for each known absence of the child.

Lawful Absences

Absences are considered Excused Absences in accordance with State law and will be excused for the following reasons:

1. Illness/injury (At any point in the year that a student's excused absences are for an illness or injury, the principal may require a statement from the student's physician in order to excuse future absences.)
2. Quarantine
3. Death of an immediate family member
4. Medical or dental appointments (a note from doctor/dentist office is required to verify appointment)
5. Court or administrative proceedings
6. Religious observance
7. Educational Opportunity
8. Local school board policy
9. Absence related to deployment activities
10. Childcare (if student is the custodial parent)

Absences must be documented and lawful in order to be considered excused. Please inform the school of your child's absence by emailing the homeroom teacher, the Administrative Assistant, or by filling out the Attendance Google Form for your child's building by 9:00 am. A hard copy of the excuse may also be given to the office upon the student's return. At any point in the year that a student's excused absences are for an illness or injury, the principal may require a statement from the student's physician in order to excuse future absences. A daily phone call will be sent to the household of each student who was unlawfully absent from a class. Failure to follow the attendance

policy will result in progressive discipline including lunch detention, suspension, and possible exclusion from school. Unexcused absences will be handled in the following manner:

Grades K – 12:

Number of Unexcused Absences	Follow Up
3	Letter sent home at 3 unexcused absences
6	Letter sent home by certified mail after 6 unexcused absences; Intervention conference with parent/student and the Building Administrator or Designee
7- 9	Intervention conference with parent/student and the Attendance Committee
10+	Required conference with Attendance Committee including the Managing Director and discussion regarding potential action in court for truancy violations as well as involvement of the Department of Social Services and law enforcement and the possibility of exclusion. School based disciplinary consequences will apply as well for excessive unexcused absences as outlined in the code of conduct section of the handbook.

Regular and consistent attendance for all students is required. In addition to a minimum academic grade of 60, teachers may include attendance as a component of students' grades in order to receive credit for a course. However, no student shall receive a failing grade based solely on attendance. Any student who has more than 4 unexcused absences per semester at the high school may be required to complete additional assignments in order to be granted credit for the high school course. Any elementary or middle school student who has more than 2 unexcused absences per quarter may be required to do extra assignments. **Students will not be allowed to make up work from unexcused absences during the first 20 days of school.**

The Ten-Day High School Attendance Policy

A high school course consists of ninety (90) class meetings. The following may result in denial of credit for a high school course: Ten (10) unexcused absences; Twenty-three (23) overall absences.

Daily Attendance

To be marked present for the day, a student must be present for 50% of the day. Elementary school = by 11:15am, Middle school = by 11:45am and High school = by 12:15pm. For High School you must be present for 50% of the period to be marked present for the class.

Revised: September 25, 2025