

ATTENDANCE

POLICIES

- Punctuality is an important life skill and tardiness is extremely disruptive to the class.
- We realize that students may have an occasional absence due to illness, emergencies, etc. In such cases, students may be excused but are responsible to arrange for make-up work.
- **Failure to make up excessive absences or tardies will result in a loss of credit for the class, regardless of passing grade. (NG= No Grade and No Grade= No Credit)**

TARDIES

- Students are considered tardy if they are not in class when the tardy bell rings.
- Students who arrive fewer than 10 minutes late to class will be marked tardy.
- Parents may not excuse a tardy.
- After the second tardy attendance school is required.

ABSENCES

- Absences must be excused by a parent within five school days.
- Students arriving more than 10 minutes late will be marked Way Late, which counts the same as an absence. Parents may not excuse a Way Late.
- Vacation Release paperwork must be completed and submitted to the Attendance Office **BEFORE** you leave on vacation.
- 3 excused absences per quarter per class period allowed. On the 4th excused absence your grade goes to an NG. 1 unexcused absence and your grade goes to an NG. NG means you need to do attendance school.

MAKE-UP

- Make-up with Attendance School will need to be completed by the end of the quarter that the absence was received.
- Absences may be made up the following quarter, but will require two hours for each absence.
- NG's may not be made-up after two quarters.