

Attendance Policy & Procedures

Policy:

Regular attendance is a vital factor in student learning; if you are not present in class, you are missing work. To **earn credit**, you must **be present in class**. This means that ***if you accumulate a combined total of 4 illegal and unmade up legal absences in a quarter, you receive no credit*** for that quarter.

People who are illegally absent from class will be charged with that absence. **You cannot earn grades for work missed during illegal absences.** Nevertheless, students are encouraged to make up work when illegally absent for their own understanding of later activities in the course. **Illegal absences lead to no credit for the quarter.**

People who are legally absent from class (medical, guidance, nurse, music lesson, etc.) are required to make up the work missed or will be charged with an illegal absence. **Failure to make up class work leads to no credit for the quarter.**

An unverified absence means that the school did not know where you were when you were not in class. **An unverified absence is an illegal absence.** The school requires absence notes when you are absent from school. **It is your responsibility to correct any unverified absences.**

Make Up Work Procedure:

All make up work is due within no more than three days of your return to class.

(See me regarding long term legal absences)

Since most assignments to be completed outside of class are given days in advance, **you may be able to submit homework upon the day of your return to class.** However, sometimes you are too ill to complete work when absent and require more time. You can find out what you missed by consulting another student, me, the homework board, the "Week at a Glance" records on the bulletin board and class website (<http://eienglish.org>). **Place the original due date and the present date on the work and place in the appropriate grade level basket on the windowsill.**

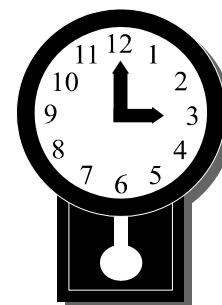
In order to maximize classroom instruction time, I cannot speak with students about absences during class. Please see me when class is not in session (before or after school, etc.) to receive clarification, instruction, or time waivers. It is only then that I can give my full attention to this very important matter. Please do not expect to have a discussion about missed work as class begins.

Use the Testing Center to Make Up Missed Exams.

It is essential that students are regularly present in class; if you are not present in class, you are missing work.



It is your responsibility to be in class on time each day & make up all missed work in a timely fashion to receive course credit & a quality education.



I do not have the authority to change illegal absences to legal absences.