

BUSINESS DEPARTMENT

ATTENDANCE POLICY

Class attendance is extremely important for optimum learning. The student who is in class consistently is able to take full advantage of a variety of learning experiences essential for class credit. We expect students to make every effort to be in class.

The current school attendance policy, in the student handbook, states: “When a student accumulates **five (5)** absences, either verified or non-verified, in a semester in a class he or she is placed on **Failing Status**. Classroom teachers will assume the responsibility of granting or denying credit after the student is placed on failing status. The teacher may require extra work or projects for a student to complete in order to meet the criteria necessary to earn credit for the courses. If a student feels that a teacher has unjustly denied credit, he or she may appeal through an administrator. “

In order for a student to gain credit in an Business class after accumulating over five absences, the procedure outlined below must be followed. That procedure includes doing assigned extra projects for absences beyond five, completing all make-up work, and missing no further classes.

1. When a student reaches the fifth absence, he or she is on failing status. The teacher and/or administration will usually notify a student who is at five absences, but the student is ultimately responsible for keeping track of his or her own attendance.
2. On the sixth absence, the student will be assigned an outside project. The project will be of the teacher’s choice but will relate directly to class work.
3. Other projects will be assigned on each absence thereafter if the student continues to accumulate absences.
4. **All** make-up work and extra projects must be completed satisfactorily (usually to a “C” level) for credit to be considered.
5. On the eleventh absence, the student will categorically be denied credit. If this happens early in the semester, the teacher may ask the guidance office to help the student find appropriate outside methods of credit recovery: home-bound instruction for illness or Merit Learning Center, for example.
6. Students may appeal to the administration if they feel they should indeed receive credit beyond the limits outlined here.