

## **Attendance Policy**

Each faculty member will make the students aware of the role that participation plays in determining the final grade in the class. The impact participation makes on a final grade will vary by faculty member and course content. It is the responsibility of the student to arrange promptly for makeup work as the result of absence. Continued poor attendance after the student/faculty member conference will then be reported to a student counselor for follow-up.

- Students may not attend and participate in classes for which they are not registered. Faculty will ask the unregistered student to return with proof of registration before participation in the class will be allowed.
- Attendance cannot be used as criteria for awarding a grade. Faculty may choose to require class participation as part of a grade, and lack of participation due to absences may negatively affect the grade.
- Classroom (course) attendance requirements are at the discretion of each faculty member except for school approved activities such as student government, field trips, participation in student organization activities (provided the faculty member has received prior notification), requested accommodation for religious beliefs, and mandated attendance required by outside agencies.
- Faculty will report all students with excessive absences to the appropriate counselor.
- It is the responsibility of the student to contact the faculty member and make necessary arrangements to complete missing assignments or tests.