

ITINERIS

Early College High School

ATTENDANCE POLICY

PHILOSOPHY:

The classroom experience is an essential component in the learning process. There are explanations, clarifications, and discussions that cannot be duplicated should a student be absent from school. The loss of this experience can significantly impact a student's academic performance. The goal of the Itineris Attendance Policy is to increase a student's academic success by encouraging daily attendance and by modeling the attendance practices expected in most professions.

A minimum attendance rate of ninety-percent is required before credit for a class can be awarded. Credit is placed on a student's permanent transcript when they have earned the grade and met the attendance requirement.

ATTENDANCE:

- A student cannot miss more than 10% of ANY course (typically two (2) absences).
- A student missing more than 10% of ANY course will be placed on probation.
- Exceptions *can* be made for pre-arranged leave or extended absences. This must be done in writing by parent and submitted prior to the absences.
- Extracurricular activities sponsored by the school are not considered as an absence.
- Absences for school or community disciplinary action are not counted as absences; however, all work is still required to be made up per individual teacher disclosure statements.

TARDIES:

- Three tardies equal one absence.
- A student coming to class up to ten (10) minutes after class begins is considered tardy.
- A student coming to class after this ten (10) minute period will be considered absent.
- When a student comes to class tardy, it is that student's responsibility to verify with the teacher before leaving class that same day that they were marked tardy rather than absent.

PROBATION

- Probation begins immediately after the second the absence. Parents will also be notified.
- Probation is a six week period.
- Probation ends at six weeks only if during the probation period a student has perfect attendance.
- A student, who violates the probation period, and their parent(s), may be asked to meet with the faculty Attendance Review Committee to determine additional corrective action.
- Continued absences or probationary periods, or failure to complete the terms of further corrective action, will lead to the discontinuance of subsequent concurrent enrollment opportunities (generally applies to the next semester), resulting in limited course options and therefore potentially impacting a student's ability to graduate from high school.
- A student, with persistent absences during the probation period, and their parent(s), may appeal to the Attendance Review Committee to waive further corrective action or concurrent enrollment limitations in the case of absences resulting from extenuating circumstances such as bereavement, physician-verified illness, or court appearances.