

# IT/Business Ed./Practical & Applied Arts Attendance Policy 2017 - 2018

**(PLEASE PRINT)**

Class: \_\_\_\_\_ Student Name: \_\_\_\_\_

*Attendance is important and there is a direct correlation to grades and attendance.*

In *Practical and Applied Arts* classes attendance is extremely important in that the tools needed to do and complete assignments is highly specialized.

The chart below lists the steps to be taken with regards to ***Notified and Un-notified*** misses.

<b><u>Un-notified Misses</u></b>	1-3 misses	Talk to the student about consequences. <u>Make up time.</u>
	3- 4 misses	Phone call home to parent. <u>Make up time.</u>
	5 misses	For grades 10-12 student will be put on probation. <u>Make up time.</u>
	5 + misses	Follow through with consequences discussed on the Probation form – Student <i>may</i> be removed at any time. <u>Make up time.</u>
<b><u>Notified Misses</u></b>	5 – 7 misses	Talk to student/parent about the consequences of missing class time. <u>Make up time.</u>
	7 – 9 misses	Phone call home to parent and/or consultation with administration and applicable teachers of that student. <u>Make up time.</u>
	10 – 13 misses	For grades 10-12 students will be put on Probation. <u>Make up time.</u>
	13 + misses	For grades 10-12 students, follow through with consequences. Discussed on the Probation form – Grades 10-12 students <i>may</i> be removed from class at any time.

If the Grades 10-12 student is on Probation and goes an entire month without any Notified or Un-notified misses, the student may be taken off of Probation, which will be left up to the discretion of the teacher.

15 misses, Notified and Un-notified combined, may result in the student being removed from the class.

## **IT/Business Ed./Practical & Applied Arts 1 Late Policy**

Students must arrive ***on time*** to class. If ***late***, inform instructor by email as to reason why.

- \* 1-4 lates      Warning
- \* 5 lates        Talk to student
- \* 6 lates        Phone call home
- \* 7 lates        For grades 10-12 probation for the class – Discuss further consequences recorded on Probation form.

\_\_\_\_\_  
Parent or Guardian's Signature

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date