

ATTENDANCE POLICY

RATIONALE: Employers look for employees who demonstrate good attendance habits. Students learn these habits in school. CMU Montrose instructors consistently emphasize the importance of good attendance and the campus has adopted this attendance policy for its high school students to encourage it. Parents are welcome to check on the status of their students' absences at any time.

STUDENT/PARENT RESPONSIBILITY: Attendance is the responsibility of the student and parent. Please notify **both** CMU Montrose **and** the home high school in the event of an absence. Calls may be made to the CMU Montrose (249-7009) between 7 a.m. and 5 p.m., and should be received within 30 minutes of the class start time on the day of the absence. If your call goes to voice mail, leave a message identifying the name of the student. Refer to your home high school attendance notification procedures, as they vary by school.

Students are also responsible for informing CMU Montrose instructors (with any supporting documentation) of school assemblies, class meetings, sports events, field trips, or any other programs that result in daily schedule changes, before the day of the activity, if possible. Additionally, any required suspension and/or expulsion information should be forwarded to CMU Montrose immediately.

CRITERIA: All high school students must abide by the following.

1. EXCUSED ABSENCE: 5 "EXCUSED" ABSENCES ARE ALLOWED PER SEMESTER.

At **3** "excused" absences, the student's parent or guardian will be notified. At the **5th** "excused" absence, the student's parent or guardian will be notified and an attendance contract will be developed among the student, instructor, school administrator, and parent or guardian outlining the required attendance and conditions in order for the student to continue in the program. At the **6th** absence, the student may be withdrawn. The student, parent or guardian, and home high school will be notified immediately and the student will lose credit for the course.

3 TARDIES WILL EQUAL 1 ABSENCE and will count toward the total absences allowed. Tardies are recorded daily. If a student is more than 15 minutes late to a class, it is considered an absence.

*Parents/guardians will be contacted by the instructor, if necessary, for verification of an "excused" absence and/or class status.

2. UNEXCUSED ABSENCE: STUDENTS MAY NOT EXCEED 2 "UNEXCUSED" ABSENCES during any one semester or they may be withdrawn from the course. An "unexcused" absence is one or both of the following:

- a. Student and/or parent failed to contact the school on the day of the absence (as explained above).
- b. The absence verification process results in insufficient justification for an "excused" absence as determined by the instructor and/or administrator.

Students may be allowed to make up class work for days missed within 48 hours following their return. However, there are occasions when experiences in the classroom, such as hands-on laboratory assignments, group projects, etc., cannot be made up and loss of credit for these assignments may result.

Students **must** be concurrently enrolled in a Montrose School District home high school, or other approved affiliated school system, in order to attend classes at CMU Montrose. Students who have dropped out or who have been expelled from their home high school may no longer attend CMU Montrose classes.

Administration reserves the right to review an individual's attendance.

COMMITMENT: I understand and agree to the above policy and the conditions stated.

Student: _____
Signature Date

Parent: _____
Signature Date