**Practical and Applied Arts Attendance Policy**

If you miss, your parent or guardian has 24 hours to notify the miss. If the miss is not notified within 24 hours it will be left as un-notified and consequences will follow. Too many of these could result in a loss of your class.

Also, too many notified misses in a class could result in the loss of your class as well. It is encouraged that you not miss for non-essential reasons. Try to limit the number of misses for vacations, family outings, etc. as there are many times that you may need to miss that are not in your control.

It is so important to attend all of your classes, but when you are in a practical hands-on class, you need to physically be in the classroom to get your work done. Too many misses will greatly affect your mark or could end in the result of being removed from the class.

Un-notified Misses – 1-3 – Talk to the student about

consequences

Work out a plan to make up time

 3- 4 – Phone call home to parent

 5 – Student will be put on probation

 5 + - Follow through with consequences

discussed on the probation form – Student may be removed at any time.

Notified Misses - 5 – 7 – Talk to student about the

consequences of missing class time. Work out a plan to make up time if needed.

 7 – 9 – Phone call home to parent

 10 – 13 – Student will be put on probation

 13 + - Follow through with consequences

Discussed on the probation form – Student may be removed from class at any time.

* If the student is on probation and goes an entire month without any notified or unnotified misses, the student may be taken off of probation, which will be left up to the discretion of the teacher.

15 misses, notified and unnotified combined, will result in the student being removed from the class.

**Practical and Applied Arts Late Policy**

Students must arrive on time to class

 \* 1-4 lates – warning

 \* 5 lates – Talk to student

 \* 6 lates – Phone call home

 \* 7 lates – Probation for the class – Discuss further consequences recorded on probation form

 \* Follow through with probation form

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent or Guardian’s Signature Student’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Date