



Attendance and Tardy Policy

Parents should notify the College Pathways office no later than 30 minutes past class start time to report absent students. **Please call (719) 487-2000 and follow the prompts to the attendance line to report an absence.** Students are responsible for contacting their teachers (D2L email is most efficient) to determine what was missed in class.

PREARRANGED ABSENCE

When family need/activity results in a student's absence, daily assignments may be excused at the discretion of the teacher. They may be encouraged to turn in required work and take any tests **before** the absence. In order to make a prior arrangement, a **Pre-Arranged Absence Form** (found on the College Pathways), must be completed, including parent, teacher, and administrator's signature. The College Pathways office should be notified of these expected absences at least two weeks prior to the absence.

** If a student has four absences in a class in a semester, his/her grade will be in jeopardy; the student may not pass the course and may not be given credit for the course. A pre-arranged absence is still considered an absence and counts toward the overall total.*

NOTE: When a student is absent for whatever reason, two steps need to be taken:

- 1) Parent must contact the front office to report the absence
- 2) Students must contact their teacher(s)

TARDINESS

It is the responsibility of the student and their parents to ensure that students arrive at school on time each day. Tardiness to school or class creates a disturbance that disrupts the learning environment and is inconsiderate of others. Students must be in their assigned classrooms at the time the class is scheduled to begin, or they will be counted tardy.

Parents/Students will receive two "free tardies" per course, per semester. These provide for family emergencies, traffic accidents, etc. that may delay morning car pools. A third tardy in a class will constitute an absence. Each tardy in excess of three will constitute an additional absence for that class. For example, three tardies = one absence; four tardies = two absences; a fifth tardy = three absences.

If a student has four absences in a class in a semester, his/her grade will be in jeopardy; the student may not pass the course and may not be given credit for the course.

Tardies in excess of three, for whatever reason (excused or unexcused), will result in parent contact. If a student is late, the parent must call the office or sign the student in at the main College Pathways office. The student will receive a "Late Pass," which the student must provide to the classroom teacher. The office will not distinguish "excused" or "unexcused" tardiness. An "excused" tardy or absence, including pre-arranged absences, is still a tardy or absence and counts toward the overall total.