ATTENDANCE POLICY

Attendance

Students are expected to attend all scheduled classroom, online and lab sessions in their entirety. Attendance will be taken for all sessions. The school maintains attendance records for students in all programs and documents students’ absences from classes.

Notification from student

Students are responsible for contacting their instructor, via the online learning management system, Sakai, if he or she will be absent or tardy. All messages regarding attendance are recorded on the student’s attendance record.

Absences

The maximum number of absences for any student enrolled in any program at SHS is 3 absences in any course. Absences are accrued by a student:

- failing to attend a scheduled class session
- failing to complete online coursework
- having 4 (four) or more tardies within a marking period

If a student’s cumulative number of absences, resident and online classes combined, should exceed 3 absences during any single course in any program, he or she will be advised by a Student Success Officer, and may be subject to an administrative withdrawal. There are no excused absences for recording purposes. A student who repeats a course should not exceed 3 absences in the total scheduled days for that repeated course, or he or she will be advised by a Student Success Officer, and may be subject to an administrative withdrawal.

If a student in any program misses fourteen consecutive calendar days, the student will be administratively withdrawn from the program.

Tardiness

Tardiness is defined as arriving at a resident class or lab session after the scheduled starting time, but within a period of 30 minutes of the scheduled starting time. Upon arrival to class, the student must enter the time they arrived in class along with their signature on a Sign In/Sign Out sheet.

A “Tardy” is equal to one-quarter (1/4) of an absence, meaning four tardies equal one absence. If a student should arrive more than 30 minutes late to a class session, the attendance records for that session will reflect two tardies, indicating that the student missed more than 30 minutes of class.

Leave Early/Early Departure

Leave Early/Early Departure is defined as leaving a resident class or lab session prior to the scheduled ending time, but within a period of 30 minutes of the scheduled ending time. Prior to leaving class, the student must enter the time they left class along with their signature on a Sign In/Sign Out sheet.
A “Leave Early” is equal to a Tardy. If the student should leave class more than 30 minutes before the end of the class session, the attendance records for that session will reflect two tardies, indicating that the student missed more than 30 minutes of class.

**Online Course Component Attendance**

All courses at SHS incorporate online sessions requiring that students log in, participate and complete assignments on a weekly basis. Failure to log in, complete online assignments and submit by deadlines will result in an absence being recorded for that session. These hours will be calculated with the student’s resident attendance record.

**Holidays and School Closings**

In the event of school closing due to holiday observance, adverse weather conditions or other unavoidable circumstances (i.e. power failures, etc.), each student attendance record will indicate a “canceled” day ("C") for each such occurrence. For school closures due to scheduled holidays, make-up sessions will be offered to the students. The make-up session dates will be given to students no later than the beginning of the affected term.

If a student fails to attend a scheduled make-up day, an absence will be placed on the student’s record. Students missing the make-up session are responsible for contacting their instructor and making up any coursework or assignments.

For unscheduled school closures such as weather-related occurrences, make-up sessions may also be scheduled. The school will notify the students following any determination by the school to change or modify the student calendar. If the school makes a change or modification to the student calendar, the student’s Enrollment Agreement with the school will remain in full force and effect, and the student is still responsible for all academic and financial obligations.

Scheduled holiday observances for Specs Howard School of Media Arts are:

- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas
- New Year’s Day