

GRADING/ATTENDANCE POLICY

It is our belief that one of the most important factors relating to success is attendance. The following policy was developed to help ensure that students realize the importance of their presence on a daily basis. The “hands on” learning experiences that are such an essential part of every program are not replaceable. Therefore, it is most important that students have good attendance. In addition, learning to make good decisions and setting priorities are skills which will lead to successful experiences not only in school but in future endeavors.

**GRADING**

Student’s grades will be weighted as follows:

Attendance	25%
Classroom/Lab	75%

Only exceptions to the above formula will be for those classes that have national certification syllabus and grading systems they are required to follow.

**DOCUMENTED ABSENCES:**

The only legitimate ***documented*** absences are:

- Personal illness
- Appointments with health professionals that cannot be made outside of school hours.
- Observances of recognized religious holidays – when the observance is required during a regular school day.
- Emergency family situations.
- Planned personal or educational purposes, and approved by WCTC in advance.
- Suspension from either WCTC or sending high school.

**MAKE-UP PROCEDURE**

- A. Make-up work is a student’s responsibility. It is up to the discretion of the teacher to determine whether student should make-up work after school, spend comparable time on a written assignment, or perform another type of make-up task.
- B. Students must complete make-up work within five (5) school days or less from the last absence.

**TARDIES**

1. Tardy students must report to the office before going to class.
2. Teachers must have tardy students report to the office.
3. Students being dismissed must bring a note to the office.
4. The third tardy or third dismissal in a quarter will count as an absence. Every third tardy or third dismissal there-after will mean an additional absence recorded.

Legal Reference: TITLE 20A MRSA SEC. 5001-A

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