



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: ATTENDANCE – HIGH SCHOOL CONTRACT DIVISION	Code: DD1000
--	--------------

Policy Reference: N/A

Students are expected to maintain a satisfactory attendance record and may be withdrawn from class if their attendance pattern is unsatisfactory. The decision as to whether attendance is satisfactory is made by the High School Contract office in accordance with the policies of the contracting high school. Weekly reports of attendance are sent to each of the contracting schools.

While classes are in session, students are to be in the classroom at all times unless excused by the High School Contract office or a faculty member for a specific purpose.

If student stops attending class and the number of consecutive absences exceeds the number of class meetings per week, the student may be dropped from class. Instructors shall take daily attendance and report attendance to the High School Contract office.

Office of Responsibility: High School Relations