



## POLICY

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| Title: ATTENDANCE (EXCEPT HIGH SCHOOL CONTRACT AND APPRENTICE STUDENTS) | Code: D1000   |
| Authority: Board Minutes, 2/17/92                                       | Original Adoption: 2/17/92<br>Revised/Reviewed: 11/16/99<br>Effective: 11/17/99 |

The district board recognizes the importance of class attendance. Instructors are required to take attendance on a daily basis. Regularity and punctuality of class attendance are expected of all students whether the class is taken for credit or audited. It is the responsibility of instructors to inform students of attendance requirements, and it is the responsibility of students to discuss absences with their instructors. When an absence occurs, the responsibility for the makeup of the work missed lies with the student.

Absence and tardiness are not to be used in a punitive manner for determining grades.