



## Attendance Policy

*This is your REAL job!*

### **Student Expectations:**

- Students who are going to be absent are expected to:
  - Call in every absence to the instructor(s). It is the responsibility of the student to call in. If instructor is not available, leave a message at the instructor(s) number.
  - Bring a signed note from parent/guardian within 48 hours of your return.
  - If attending home school activities:
    - Prior to the activity, discuss the request with your instructor.
    - If approved, submit to your instructor a Program Related Absence form prior to the requested absence.
    - Properly approved and submitted Program Related Absence forms will not be applied to the attendance policy but absence will be recorded.
  - It is the responsibility of the student/parent/guardian to notify OSC of any address and phone number changes.
  - Excused and unexcused absences and tardiness count towards the attendance policy.
  - Tardiness counts as 1/3<sup>rd</sup> of an absence. Being tardy three times equals one absence. Tardiness is defined as arriving to class less than 30 minutes after class start. Arriving more than 30 minutes after class start equals one absence.

### **OSC Obligations:**

- Parent/guardian will be contacted by OSC on every absence.
- At five (5) absences, instructors will complete the OSC "Student Absence Follow-Up Report". The report will be forwarded to the OSC administration; parent will be contacted in writing and/or phone contact with a summary of students' attendance in all courses. This summary will indicate the total number of excused, unexcused, tardy, and school related/caused absences.
- Every ten (10) absences per semester, a student's grade will be lowered by one letter grade.
- Every fifteen (15) absences per semester, a student's credit will be reduced .5 credit.
- Make-up opportunities are at the discretion of the instructor.
- OSC administrative appeal process
  - Appeal will only be heard in the following cases:
    - Personal extended illness or hospitalization
    - Legal issues
    - Death in immediate family
    - Special circumstances beyond the student's control