



## **POLICY ON ABSENTEEISM AND LATENESS**

Attendance will be taken during each class. Two (2) absences will be permitted per trimester. An absence is considered “excused” only if a form of communication is submitted before the start of class. An “excused” absence is valid only if the following conditions apply: personal sickness, sickness of an immediate relative or hospitalization. More than two absences will result in you being withdrawn from the class and you will be required to repeat the course in order to receive the program degree.

If you are absent during an exam or final, with an excused absence, the exam must be made up no later than one week from exam date, subject to the discretion of the instructor. Please confirm the time with your teacher. If your absence is unexcused, your grade is counted as an “F”. If you are absent when a project is to be submitted ten points will be deducted from your final grade. The teacher reserves the right to enforce additional penalties.

Your attendance is of the utmost importance for your learning experience. The school understands that in some instances, due to circumstance beyond your control, your small children may have to accompany you to class. In that instance, please inform the administration and your teacher and we will help accommodate you during your time in class.