

Students

ATTENDANCE AND TARDIES RELATING TO CREDITS

- A. Units of credit are earned by students each semester for course participation according to the following schedule:

Days of Course Participation	Percentage	Units of Credit Earned
0 - 15	0 - 17%	0
16 - 31	18 - 35%	1
32 - 47	36 - 52%	2
48 - 63	53 - 70%	3
64 - 79	71 - 88%	4
80 - --	89 - 100%	5

This schedule is based upon 90 days in a semester or 45 days each quarter. The schedule should be adjusted each semester to reflect less or more days.

1. A day of participation is defined as attendance and participation for one (1) class period.
2. A tardy is when a student arrives within five (5) minutes after the tardy bell.

Analy/El Molino

A tardy shall be handled according to school discipline rules as stated in Administrative Regulation 5144

Laguna

- a. First three (3) tardies to class – no penalty
 - b. Fourth (4th) tardy and every tardy thereafter, will count as one (1) day of absence.
 3. An absence is when a student arrives six (6) minutes or more after a class starts (regardless of the reason for said absence except as named in B below).
- B. If a student is taking part in a school activity (such as a field trip, athletic contest, drama performance, music performance, etc.) during assigned class periods, the student will not be counted absent or tardy if prior permission from the teacher is obtained **BEFORE** missing the class.

Calls to the nurse’s office, counselor’s office or administration office will not be counted as absent or tardy if the student has a pass.