



## **Attendance Policy**

Course attendance is taken on a weekly basis. The attendance week runs from **12:01 a.m. on Monday to 11:59 p.m. on Sunday**. Students are assumed present for all school days (Monday through Friday) unless no assignment has been submitted during the attendance week.

If there are **no** successful submissions (by 11:59 pm on Sunday), the student will be retroactively marked as absent. The absence would not change even if missing assignments are submitted at a later date.

### **Attendance Summary**

- The attendance week runs from **12:01 a.m. on Monday to 11:59 p.m. on Sunday**.
- Students must successfully submit at least one assignment each week to be considered present for attendance purposes.
- Out-of-sequence assessments with future due dates will not be counted as a successful submission for attendance purposes. Students may work at a faster pace, but they must do so in sequence.
- If a student has worked ahead of pace and has no missing or due assignments during the week of attendance, he or she **will not** be marked absent if no assignment has been submitted.