

Attendance Policy

To improve student achievement, and prepare students for college, Clackamas Middle College (CMC) will implement the following attendance policy. The CMC staff cares very much about student success and feels that attendance is a critical part of being academically successful. Each teacher will go over this policy in class, and each student will be responsible for bringing this letter home. Please sign this letter to ensure understanding of the policy and return to CMC with your son/daughter. Below you will find CMC's attendance policy:

Expectations

- Students are responsible for attending all classes. It is the goal of CMC staff that all students achieve college readiness both at CMC and Clackamas Community College. CMC doesn't have bells to signify the beginning of class, so it's the expectation for each student to know when he/she should report for each class/period. An important first step to achieving college readiness is regular daily attendance. CMC expects all students to attend all classes.
- If a student is later than ten minutes, or leaves more than 10 minutes early, the student will be counted absent.
- ***Six or more absences (5 or more in College Readiness Seminar-CRS) in any one class will result in loss of eligibility to the Pathway Program. Attendance is mandatory for each monthly College Readiness Symposium in order to be eligible for CMC's Pathway Program.***
- All students must schedule time to make up absences and schoolwork with their teacher immediately following their return. Time and schoolwork must be made up within two weeks of the absence. Teachers will record the time made up by each student and take it into consideration when giving credit. ***Students who miss 10 or more days (7 or more in College Readiness Seminar) in any one class will not receive credit for that class regardless of their final grade.*** Students must follow this process for all absences.
- All absences (both excused and unexcused) will be calculated into student totals.
- Parent phone calls are encouraged. However, the absence will still be calculated into the student's total number of absences.
- When students return from an absence, a letter explaining the reason for absence with the date of the absence, parent/guardian signature, and any other documentation (doctor's note etc...), should be turned into the head secretary at CMC within two school days. These letters will be reviewed and taken into consideration prior to removal of credit.
- If students are going to be absent it is their responsibility to get assignments from teachers.

Clackamas Middle College



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CMC Communication and Notification of Student Absence*

- Each day that a student is absent, they will get a phone call home from the school.
- If a student is absent once within the first two weeks, CRS advisors will contact home.
- If a student is absent twice within the first 4 weeks, the student and parent/guardian will be contacted by CRS advisors regarding the absence.
- If a student has 4 absences by mid-term, they will receive a letter of concern in their progress report.
- 6 or more absences (*5 or more in College Readiness Seminar*) will result in loss of eligibility for our Pathways Programs
- If a student is missing 20-30% of classes, a meeting with family will be scheduled
- If a student is missing 30% or more of classes, a meeting with family will be scheduled and will result in loss of credit for the class

***All students should make up each absence and schoolwork within the first two weeks upon returning**

***It is the student's responsibility to make up time and monitor each absence**

Student's name: _____

Student's signature: _____

Parent/Guardian's name: _____

Parent/Guardian's signature: _____

Thank you for helping us support the academic excellence of Clackamas Middle College and its students.

Sincerely,

A handwritten signature in black ink, appearing to read 'B Sien'.

Brian Sien, Ed.D.
Principal
Clackamas Middle College