

## Attendance Policy

CMC Family,

To improve student achievement, and prepare students for college, Clackamas Middle College 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 Clackamas Middle College'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. An important first step to achieving college readiness is regular daily attendance. Clackamas Middle College expects all students to attend all classes.
- If a student is later than fifteen minutes, the student will be counted absent.
- ***Six or more absences (5 or more in College Readiness Seminar) in any one class will result in loss of eligibility for our Pathways Programs.***
- All students must schedule time to make up absences with their teacher immediately following their return. Time 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, teachers will contact home.
- If a student is absent twice within the first 4 weeks, the student and parent/guardian will be asked to meet with our counselor 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
- 8 absences will result in a meeting with student, parent/guardian, counselor and principal
- 10 absences (*7 or more in College Readiness Seminar*) will result in loss of credit for the class

**\*All students can make up each absence 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 that reads 'Brian Sien'.

Brian Sien, Ed.D.  
Principal  
Clackamas Middle College