



# Attendance and Behavior Policies



## General Rules

- You must take each course for the **entire three weeks** to receive credit.
- You cannot audit courses or bring visitors to class with you.
- You will **not be allowed** to take a final early.
- You must **return your textbook** or **pay the book replacement cost** if you drop the course or before you take the final.

## Absence and Tardy

- You can have no more than **two absences** for a three-week session.
- Summer School will **drop** students who have additional absences.
- You **will not** be excused for illness, accidents, or special circumstances. In Summer School, there is **no difference between an excused and an unexcused absence**.
- You **must attend** the **first** and **last** day of each session that you are enrolled to receive credit for the class. You **cannot leave early** on the last day.
- If you **do not attend** the first day, Summer School will automatically **drop** you.
- If you are on the **Waiting List** and enroll after the first day, you automatically receive **one absence**.
- If you **withdraw** or **drop** a course after the second day, you will receive **no credit** for the course.
- You will **receive an absence** for the whole day for any of the following reasons:
  - a. Missing an entire day of school
  - b. Arriving 30 minutes late in class after class starts
  - c. Returning 30 minutes late to the class after mid-morning breaks
  - d. Leaving the campus grounds during the school day, even during break
  - e. Leaving class early for an appointment
- Summer School may also count **excessive tardies** as **absences**. You will receive a tardy for the following reasons:
  - a. Entering class after attendance is taken, even if you are only one minute late
  - b. Returning late from any breaks, including restroom breaks.

The on-site administrator, with input from the teacher, deals with excessive tardies on a case-by-case basis. Detentions will be assigned to make up the time, and Summer School may drop you if the tardies continue.

## Behavior and Discipline

- Students should practice good behavior at all times. At the first class session, the instructor will provide students with information about behavior expectations.
- Students who receive a discipline referral must come to the Administration Office. The Summer School Office will notify the Parent/Guardian of the referral and the planned disciplinary action.
- Summer School will **drop** any student who receives a **third referral**, and will enforce Education Code 48900 related to suspension and expulsion.
- There is no distinction between summer school and regular school with respect to a school day with suspensions (AUHSD AR 5144.1 – Suspension and Expulsion / Due Process.)