

Attendance Policy –

This class is not advised for students who know they will miss more than 7 days per semester!

Because reasonable progress must be made for all students in this class, attendance will be an important aspect of this course. Students are expected to have good attendance and to participate when present. A student is considered absent from the class if the student is not physically in the classroom during instructional time. If the student is not barred from being in the class due to administrative intervention, the student is marked absent when not present. The student may be in the building or at a sport event or on a field trip, but attendance for French class means that the student is present in French class. If the student is not physically present **in the class**, the student is marked absent. A student's absence may be excused or unexcused. Excused absences and unexcused absences have different consequences as outlined below.

Regardless of excused or unexcused, students who are absent will be graded and expected to know the same material as non-absent students. Every class period, I review what was taught the last class. Absent students should check with a classmate before class and take notes during the review. There will not be time during class to pull students aside and give them one-on-one instruction. Please be aware that I am available after school on most days.

Be aware that absences can adversely affect the **oral points** for this class. If students have an **excused** absence for the week – they may make-up oral points within **TWO** days from the date of absence. This generally means coming in after school to be asked the oral questions. If no oral questions were asked during the student's absence – no oral make-up will be allowed. In any event, students may not make-up oral points pass the top score for the day missed. **Unexcused** absences will not be allowed to make-up oral points.

Exams and Quizzes: Students who have an excused absence during exams/quizzes are expected to make-up the exam/quiz in a timely manner. Students are expected to see me within two days of an absence to set a time to make-up the exam/quiz missed. Under no circumstances will extensions be given in excess of 1 week (5 school days) from the date the exam was given – after which time, the student will lose points or will not be allowed to take the exam. The teacher will have the right to assign the test anytime beyond the initial two days. Be aware the FINAL exams must be made-up immediately, or the student will receive a “0” on the final exam. If students are again absent during the make-up period, they will forfeit their right to make-up the quiz or will lose points. Please be aware that students may make-up quizzes after school most days and are strongly encouraged to make up missed work within two school days.

Homework: Since all work done outside of class is on-line, extensions for homework due to absences are NOT allowed. The exception would be for non-web assignments which are due immediately upon the student's return. Please see Homework Policy for details.

Unexcused absences: Students are expected to come to school and learn. Students with unexcused absences may not make-up any work missed during the absences – **including quizzes**. Students with unexcused absences may make-up exams within the timeline outlined above, but they will lose points on the exam.

Be aware that a student may fail this class due to excessive absences. This class is cumulative and builds on prior learning. Students may find that they are getting behind with grammar concepts or are not getting the necessary exposure to listening and speaking skills. Good attendance is strongly advised.

Unexcused tardies: This class begins when the bell rings. Students are expected to be in their seats ready to learn at this time. Students not in their seats ready to learn are marked as tardy. Students will not be allowed to make-up written or oral work given at the beginning of the class due to an unexcused tardy. Excessive tardies may adversely affect a student's oral grade and will result in school detentions.