

## **Explanation of the Absence Policy for Level 6 – Distance Learning**

In order to pass your ESOL classes or to receive a priority registration paper for next quarter, you must be present for 80% of all class time. Even if you meet all the objectives of the class and pass the tests, but you were absent too much from class, you will not be able to pass the class, receive a priority registration paper, or go up to the next level at the college. **Attendance starts from the first day of class.**

### **Your Classes**

ESOL 16 – Level Six is a 15 credit class. That means you have 15 hours of class time every week. Our class meets from 9:00 – 11:45. With a 15 minute break, that equals 3 hours per day times 4 days or 12 hours per week. We also “meet” an additional 3 hours per week “on-line.” That means you are responsible to do some course work for 3 hours or one day every week of the quarter. That adds 11 days to the number of days you need to be in class. I will know if you are present if you do the required work. If you do not do the required work, you will be marked as absent. Not including the finals week of testing, we will have 51 days of class. That means you have to be here 80% of those 50 days. 80% of 50 is 40. Consequently, you can only miss 10 days of class. If you miss more than 10 days, you cannot pass the class.

### **What counts as an absence?**

You are all adults and must make decisions about your own lives. I do not check to see if your absence if is excused or not excused as they do with children in the public schools. It does not matter if you are sick, not sick, or if your child is sick. It also does not matter if your job changes and you need to be at work on some days. An absence is simply an absence. If you use them wisely, you will be qualified to pass the class if you meet all the objectives and complete the assignments and tests with a passing grade.

### **What about being late?**

If you are regularly late for the class, your teacher may count that time as an absence. It is difficult for you, the other students, and the teacher if you are regularly late for class because you must always be catching up. Please make arrangements for your children or other needs so you can be here for the whole class period.

### **Suggestions:**

Learning a language means you must be present to practice. If you are not here, you will not be able to learn so **be here for every class**. Also, you should plan on being in class for the entire period every day. Don't be late. Finally, **save your absences for emergencies**. Everybody has emergencies. Sometimes we get sick or someone from our family gets sick. These are not planned, but are emergencies. If you use up your absences early in the quarter and find that you have to miss later on, you could be in trouble and not capable of passing the class. The teacher will give you reports on attendance.