

**ABSENT/TARDY:** Students are expected to be in attendance and on time every day. Parents are required to notify the WCOC when their student is absent, or is planning to be absent, so that we can plan accordingly. If the WCOC is not notified of a student's absence by 9:00 a.m., attempts will be made contact the parent to notify them of their child's absence. Anytime a student is absent more than three days in a trimester, the student and parents may be asked to attend a meeting to discuss the absenteeism.

WCOC expects students to be in their seats and ready to work by the start of the school day and at the beginning of each class period thereafter. If the student is tardy his timeliness will be monitored and the student will be expected to make-up any time they may have missed. Any time not made-up by the end of the trimester could result in a lowered grade.