



## Christian Life Preparatory School

---

### **Trips and Make Up Work**

---

Parents,

We realize that one of the advantages of our University Model of schooling is the flexibility to take your Satellite Day with you if you are taking a family trip. That said, please be aware of the CLPS Absences Policy (on the back), and know that ALL of our Central Classroom Days are rigorously filled with academic content that is necessary to complete the subsequent Satellite Days.

Make Up Work for absences will be available in the office at the end of the school day. Please note that assignment sheets will be posted on RenWeb as well, and you are welcome to use those to work ahead if you wish - but we are not able to give you hard copies of work until after they are passed out in class.

Thank you,

## ABSENCES

Students must regularly attend classes in order to successfully complete a course. A student must be present for 85% of the scheduled class days to receive credit for the class. A student attending a class 3 days a week for 17 weeks cannot miss more than 8 days of class. A student attending a class 2 days a week for 17 weeks cannot miss more than 5 days of class. For any student with more than 5 absences on MWF or 3 absences on TTH in a class for a semester, the final course grade will be reduced by five points. Whenever possible, arrangements for making up work should be made with the teacher prior to the absence. Students arriving to class more than fifteen (15) minutes late will be counted as absent.

CLPS does not recognize excused or unexcused absences. When a student is absent due to sickness, doctor's appointments, family vacation, etc., the teacher marks the absence no matter the reason. We do offer Absent School Function (ASF) for students missing days due to a CLPS sanctioned event. For example, students may miss to participate in Baseball tournaments or Drama competitions. ASF absences are not added to the regular absence count.

## TARDIES & COURSE GRADES

The final course grade will be reduced automatically due to excessive tardies and absences. Parents are responsible for checking attendance on RenWeb daily to ensure accuracy in recording and to determine if their student is nearing a deduction. Classroom doors and downstairs foyer doors will be closed and locked at the commencement of class first period. Students will need to proceed to the front office to be given a pass to enter a classroom late. Classes will remain on lockdown during the school day except during passing periods.