

ATTENDANCE, PUNCTUALITY, AND COURTESY

Stan VerNooy

Missed quizzes and tests:

If you miss a full-hour exam *for any reason at all*, then that will be the one you will "make up" near the end of the semester. If you miss a quiz *for any reason at all*, it will be recorded as a zero. **PLEASE READ THOSE TWO SENTENCES AGAIN!!!!**

If you know in advance that you have to miss a class, we can arrange for you to take a quiz or an exam *early*. Please give me at least a week's notice before the day you will miss, and two weeks' notice if the day you're going to miss has a full-period exam. I WILL NOT MAKE EARLY ARRANGEMENTS WITH ANYONE FOR THE FINAL EXAM, OR FOR THE QUIZZES DURING THANKSGIVING WEEK. I will not give a quiz or a test late to anyone, *for any reason at all*.

Show up on time, and don't leave early:

The daily quiz will be given at the very beginning of the class session. If you arrive while *everyone* is still taking the quiz, then you can still take that quiz **if** you are less than ten minutes late. But as soon as even one student has handed in his or her quiz, I will not give the quiz to anyone who arrives after that, and if you are more than ten minutes late I won't give you the quiz in any case.

Amazingly, some students feel free to walk out of class whenever they feel like it. That's rude, insulting, and unacceptable. **DON'T DO IT.** If you have a commitment which absolutely *had* to be made for a time during class, then please have the simple courtesy to inform me of that at the beginning of the class. But if *that* happens to you more than about twice during the term, I am going to ask why you are making appointments for a time when you had a previous commitment: namely, *this class*.

I feel extremely strongly about the policy in the previous paragraph. I expect you to abide by the policy, and I don't expect you to forget! [Of course, I understand that bathroom breaks and sudden medical emergencies are going to happen – that's not included in what I am saying here.]

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* If you leave class early without permission, the quiz that you took *
* at the beginning of class will count as a zero. *
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I should mention that, in my opinion, teachers who keep the class running after the scheduled finishing time are just as rude as students who arrive late or leave early. I don't do that. Ever.

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Cell Phones:

Please *turn your cell phone off* BEFORE entering the classroom. If you work for a supervisor who requires you to keep your phone on, then please tell your supervisor that you have a teacher who requires you to have it off.

Attendance Policy

If you have four consecutive absences, or ten total absences during the term, your grade will be a "W". ANY OF THE FOLLOWING WILL BE CONSIDERED ABSENCES FOR THE PURPOSE OF THIS POLICY:

- a. Missing class entirely.
- b. Arriving too late to take the quiz.
- c. Leaving class early, for **ANY** reason, *with or without permission*.

For the purpose of this policy, there is no such thing as an "excused absence."