**Attendance -** 10% of Quarter Grade

Student attendance will count for 10 percent of the overall quarter grade. A weekly assignment in the attendance category will illustrate the student’s attendance for the week. Daily points will be awarded as follows:

* + Student who arrives on time for class and stays for the duration of class - 20 points
  + Student is tardy for class - 15 points
  + Student leaves class without permission or is removed by an administrator - 0 points
  + Student cuts class - 0 points
  + Student has an approved excused absence with a note - no loss of points

**PHS Grading Philosophy and Late Work Policy**

At PHS we believe that a grade should reflect the level of proficiency in a particular subject or with a particular skill that is linked to a particular standard.Students are expected to turn in assignments on the due date(s) provided by the instructor. Late assignments will be accepted without penalty for the duration of an academic unit (approximately 2-4 weeks). It is encouraged that students complete and submit the [Late or Incomplete Assignment Form](https://docs.google.com/a/pittsfield.net/document/d/1yN2b-PgHthtMtOMJVmKavtVGXByvgVrlBvhWDYge2vo/edit?usp=sharing) if they will be turning in an assignment past the due date.

**Pittsfield Public Schools Cell Phone Policy (PPS-09)**

Students may not use or operate personal electronic devices or cell phones in any instructional space during the school day. This includes earphones and buds.