

Coded by: Classroom Attendance Policy and Guidelines

A full schedule of class times and days off will be shared with participants before the first day of programming. For classes hosted at Coded by: offices, please do not show up earlier than 30 minutes before the start time.

Participant Absence Policies:

Punctuality Expectations:

Innovators are expected to arrive on time and be ready to begin at the scheduled start time. Innovators should aim to arrive no more than 5 minutes late.

If an innovator arrives more than 25 minutes after the start of class, the innovator will be marked absent for that session. If an innovator arrives more than 25 minutes late and is marked absent, the absence will be classified as excused or unexcused based on whether proper advance communication was provided in accordance with the attendance policy.

Repeated lateness may be considered when evaluating overall attendance, participation, and continued enrollment in the program.

For elementary and middle school innovators, communication regarding repeated lateness or attendance concerns will be directed primarily to parents/guardians. For high school innovators, communication may be directed to both the innovator and parent/guardian, as appropriate.

All participants are allowed up to 2 unexcused absences for the program. Participants are asked to provide a 1-week notice via email to programs@codedbykids.com for any time-off requests.

When possible, all urgent or unanticipated absences must be communicated to the Cb: Staff at least 3 hours prior to absence via email or Google Classroom. In case of an emergency when advanced notice is not possible, the participant must follow up with Cb: Staff as soon as possible with an explanation for their absence.

Absences that are not approved in advance, unless for documented emergencies, injuries, or illness, will be considered unexcused absences. Unexcused absences (no call, no show) will not be tolerated. If more than 2 unexcused absences occur there are grounds for the innovators' dismissal from the program and no certification will be issued.

Participants are required to be in attendance for the first week of programming and the final week of programming. During these critical program times, absences will not be approved.

In addition to the unexcused absence policy above, innovators are expected to attend consistently and remain on pace with the course. Attendance and academic progress are both considered when determining continued participation in the program.

Academic Progress Expectations:

Innovators are expected to remain on pace with the curriculum.

An innovator may be at risk of dismissal if:

- They are one full unit or more behind the class
- They require repeated one-on-one instruction that disrupts the pace of the class
- They are unable to complete required coursework without significant instructor support

Innovators may remain enrolled if they demonstrate consistent effort outside of class, show measurable progress toward catching up, and do not significantly impact the learning experience of other participants.

Intervention and Support:

Before dismissal from course, Cb: Staff will make reasonable efforts to support the innovator:

Interventions will occur at the following points:

- First Intervention: After 2 unexcused absences OR a pattern of repeated lateness (3 or more instances)
 - Elementary/Middle School: Parent/guardian is contacted
 - High School: Innovator and parent/guardian may both be contacted
- Second Intervention (Check-in): After 3 unexcused absences OR continued lateness/attendance concerns following the first intervention
 - Discussion of barriers, expectations, and plan for improvement
- Final Notice: Issued when attendance or progress concerns persist after prior interventions
 - Innovator (and parent/guardian when applicable) is informed they are at risk of dismissal

Dismissal from Program:

An innovator may be dismissed from the program if:

- They exceed 2 unexcused absences, or
- They fall significantly behind and disrupt the class learning environment

Dismissal may also be considered if attendance concerns (including repeated lateness) persist despite interventions and the innovator is unable to successfully keep pace with the program.

All dismissal decisions are made with consideration of the innovator's effort, communication, and overall impact on the class.

Holiday Schedule and Weather-Related Closures:

Coded by: Classroom follows the decisions for early dismissals, holidays, and weather-related closures made by the School District of Philadelphia, in addition to Cb's own days off the calendar. If Philadelphia Public Schools are closed for weather or holiday observance, the Cb: program will not meet on that day. Email updates and reminders will be shared with program participants in case of closures.

In addition, if the Cb: Offices or Science Center close for any reason, the Cb: program will also

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be closed that day and participants will be notified by Cb: Staff of program status and updates.

This policy is designed to support innovator success while maintaining a productive and equitable learning environment for all participants.