

Employers and college instructors stress that attendance is a critical factor for their employees and students. Without solid attendance, production, service, and grades suffer. It follows that a college and career preparation program should reinforce this principle. As a result, the following student attendance guidelines will apply to all **CAREERTEC** programs.

- Students are **permitted up to nine (9)** absence occurrences for the required attendance days that are based on the **CAREERTEC** attendance schedule. Class days missed as a result of mandatory activities in the local school are not counted as an absence.
Illnesses and optional activities are considered an absence from class.
- An “absence occurrence” is defined as a day missed from the **CAREERTEC** class, regardless of whether it is defined as an excused or unexcused absence in the local school. Students in in-school or out-of-school suspension will receive an absence for each day missed due to suspension. An absence of more than one day due to extended illness or surgery is calculated as one occurrence only after receipt of a physician’s statement identifying the dates on which the student is prohibited from attending school. This statement must be presented by the student within 48 hours of the absence occurrence. This procedure also applies to court-ordered absences.
- Students are expected to be in the classroom for the listed beginning time of the class. Tardies will accumulate to become counted as absences. **Two (2) tardies** between **6** and **30** minutes will **equal one (1) absence**. **Three (3) tardies** between **1** and **5** minutes will equal **one (1) absence**. One (1) tardy of **over 30 minutes** will count as one absence. Students leaving class early for any amount of time will be counted as absent.
- It is the responsibility of the student to notify the instructor of an anticipated planned absence and to be responsible for all class assignments for that day.
- If the absence is on a job shadowing day, the student must notify the mentor/preceptor by **6:30 a.m.** or at the preceptor's earliest availability.
- When the student acquires **FIVE (5)** absence occurrences, **CAREERTEC** will send written notice to the student, parents/guardian, and home school to remind them of the policy and prevent future occurrences.
- At **SEVEN (7)** absences the Director of **CAREERTEC** will notify the above parties of the continuing attendance issue. The local school will be asked to put the student on an attendance contract. A conference of these parties may ensue.
- The Student Relations Committee will consider cases of extended illness documented by a physician, a death in the family, or a catastrophic event in the life of the student. The Director may allow the student to remain in the class on a probationary or conditional status.
- At **TEN (10)** absences, the student will be withdrawn from the class.
- A student who is withdrawn from the class due to excessive absences will receive a failing grade and not receive credit for the class.
- This attendance policy will be enforced with recognition of American Disabilities Act requirements.

CAREERTEC does not discriminate on the basis of race, religion, color, national origin, gender or disability in any of its educational programs or in the provision of services to the student.

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STUDENT Signature

STUDENT (Please PRINT Clearly)

CAREERTEC Class

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Parent Signature

Parent (Please PRINT)

High School