

**ATTENDANCE POLICY  
(REGULATION)**

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. Thus, any absence from those classes represents an educational loss to the student.

Attendance is especially important in career-technology education programs. Instruction cannot take place when students are not present. Prospective employers always want to know about the attendance practice of our graduates. For these reasons, the following will be in effect:

This policy will apply to both secondary and post-secondary students enrolled in full-time programs at SWTC, unless the board of education has designated a more stringent attendance policy for a specific program due to the educational or certification requirements of the specific program or field of study.

In order to accommodate both traditional and block schedules, attendance will be calculated and applied to each nine-week grading period or quarter. Students will be required to be in attendance approximately ninety percent (90%) of the time. This means that a student cannot miss more than five (5) days in a nine-week period. A secondary student who misses more than five (5) days in a nine-week period will receive “**no credit**” for that particular grading period, and may be denied enrollment for the following semester if conditions warrant such action. If the student is passing at the end of the quarter, he/she will receive “**NC**” for the class in which the student has exceeded the absence limit. If the student is failing at the end of the quarter, the failing grade will be recorded. A secondary student who receives no credit for two consecutive nine-week grading periods will not be allowed to enroll for the following semester. An adult student who misses more than five (5) days in a nine-week period will be dropped, and not allowed to re-enroll until the following semester.

Extenuating circumstances will be considered by the campus director and/or the student services coordinator in the administration of this policy. Students will be asked to provide documentation or proof of an extenuating circumstance.

Excused absence will be granted for the following reasons:

1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multicounty grand, or petit jury \*
4. Extenuating circumstances deemed necessary by the campus director
5. Observance of holidays required by student's religious affiliation.

Scholastic Probation

Any student absent five (5) days in a grading period will be placed on scholastic probation and will receive a grade of NC for “no credit”. In some circumstances a grade of Incomplete (I) may be given and a contract may be initiated between the instructor and the student to outline corrective measures. Adult (post-secondary) students not meeting the

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“Satisfactory Progress” criteria will be placed on scholastic probation. An adult student will have one (1) grading period to correct the conditions of probation. If the student fails to do so, the student will be dismissed from the program. If all conditions of the probation are corrected within the following grading period (nine weeks), the student will be considered to be making “Satisfactory Progress” and probation will be terminated.

Attendance Protocol

The following steps will be instituted in addressing attendance problems at SWTC.

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| Third absence | Documented phone call to student, parent or guardian and request a parent/teacher conference. Notify administration.          |
| Fifth absence | Request parent/teacher conference, or second conference with adult students, and notify administration.                       |
| Sixth absence | Notify administration, notify parents of the issuance of no-credit; adult students will be subject to dismissal at this time. |

Attendance Appeals Process

1. Write a letter of appeal to the campus director.
2. Include documentation for the dates that caused the student to accumulate the excessive absences.
3. The student should explain why he/she feels these absences should be waived in order to allow the student to receive credit and/or remain in the program.

Tardy Policy

Students must be in class at the designated time or they will be counted tardy. Three (3) tardies will count as one (1) day’s absence and will be added to the total absences a student has for a particular grading period. Each grading period will be counted separately.

Make-up Work

Make up of daily grades for excused absences will be allowed. It is the student’s responsibility to obtain and turn in the make-up work within three (3) school days of the absence. If this is not done, a zero will be recorded. The options for make-up to be approved by the program instructors are:

1. Instructors will make their class or lab available between 3:15 and 4:00 p.m. for make-up work.
2. Reports pertaining to the subject being taught will be accepted as make-up (length and format to be determined by the instructor).

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3. Participation in student organizational activities may be counted as make-up.
4. Any other assignments or activities deemed appropriate by the instructor.

**\* REFERENCE: 38 O.S. §37**

**CROSS-REFERENCE: Student Handbooks**

**Adopted: January 1994 as policy S-120**  
**Revised: November 1995**