

ATTENDANCE POLICY

STI programs are rigorous. Attending every class and scheduled meeting is critical to your success. The student is responsible to make the necessary personal arrangements that will enable him or her to attend class and schedule time for study. Outside employment must be scheduled so as not to interfere with academic and/or clinical hours.

Absences/Tardiness/Dismissals:

1. A student who misses thirty (30) school hours (unexcused) will meet with the Program Director. The Program Director will issue the student a written warning and forward a copy to the STI Director.
2. A student who misses forty-two (42) school hours (unexcused) will meet with the STI Director and Program Director. The STI Director will place the student on written program probation with the understanding if the student misses a total of twelve (12) more school hours (unexcused) the student will be dismissed from the program for excessive unexcused absences greater than 5% of the total program hours.
3. A student who misses 54 school hours (unexcused) will meet with the STI Director and Program Director. The STI Director will dismiss the student from the program with a written program dismissal for excessive unexcused absences greater than 5% of the total program hours.
4. Students will receive monthly attendance reports. Students will have five school days to refute information in this report.
5. A student who does not call or report that he/she will be absent or tardy will meet with the Program Director and the STI Director.

Cosmetology	Amy Thomson	508.230.1575
Culinary Arts	Amy Thomson	508.230.1575
Dental Assisting	Dr. Tammi Hassan	508.230.1239
Electricity	Amy Thomson	508.230.1575
Heating, Ventilation & Air Conditioning	Amy Thomson	508.230.1575
Medical Assisting	Susan Beer	508.230.1337
Plumbing	Amy Thomson	508.230.1575
Practical Nurse	Marybeth Pepin	508.230.1248

Definition of an excused absence:

- Death of a family member – A maximum of 3 days will be excused for death of a family member.
- Hospitalization with documentation – Hospitalization will be defined as being admitted into a hospital for a stay of at least 24 hours.
- Hospitalization of a dependent child with documentation – Hospitalization will be defined as being admitted into the hospital for a stay of at least 24 hours. A dependent child will be defined as a child 19 years old or younger that lives (at least 50% of the calendar year) in the household and is in the care of the STI student.
- Absences due to an extended or chronic health issue require documentation. A determination will be made by the Director of the Technical Institute on a case by case basis upon review. Students must be aware that excused absences may interfere with the ability to meet program requirements and outcomes.

- Mandatory court appearance with documentation – Courts appearances that cannot be rescheduled to a later date.

Clinical/Externship Absence: See individual program handbook.

Clinical Make-Up Days:

Students that exceed the amount of allowable clinical absences due to unforeseen circumstances such as: death to a family member, hospitalization, or extended illness or injury, will meet with the Program Director to develop a clinical make-up schedule. Make-up time will be scheduled by the Program Director during days and times that are non-school hours (vacations, holidays, weekends, or at the end of the program). The Program Director will make every effort to schedule make-up time for students, but there is no guarantee that make-up time will be available. Make-up hours will be supervised by a qualified clinical facilitator. Students will pay current hourly rate for all clinical make-up time. Payments must be made to the Bursar's Office. Students will be charged 1 full hour increments for any fraction of an hour for tardiness or dismissal during clinical or externship rotations.

TARDINESS AND DISMISSAL POLICY:

Tardiness is defined as entering the classroom or clinical area after attendance has been taken. A student with a pattern of tardiness will receive a written warning. Students who are tardy from school in the morning, from break, or from lunch, will not be allowed to enter class until the next regularly scheduled break. The student's attendance will be affected accordingly. Dismissal is defined as leaving the classroom or clinical area before the class or clinical day is completed. A student with a pattern of dismissals will receive a written warning. Any student who is being dismissed from school before the end of the schedule school time must sign out in the STI office before leaving.

Students who arrive late or leave early from any period must sign in/out on the clipboard in the STI Office. Students will be charged 1 full hour increments for any fraction of an hour for tardiness or dismissal during class or lab time.

Any combination of two (2) half days missed will count as one day of absence. A half day is defined as 3 hours. Attending less than 3 hours in a day will be considered a full day absence.

Requirement Eligibility for Program Completion and Graduation

1. Completion of the required number of clock hours. Students must adhere to the attendance policy to fulfill program requirements.
2. Students must meet all academic and clinical obligations to the program.
3. Satisfaction of all financial obligations to the Southeastern Regional School District and participating agencies.
4. Meet all other program requirements