

## **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 ten (10) school hours in a semester will be issued a written warning with a copy forwarded to the STI Director.
2. A student who misses twenty-five (25) school hours in a semester will meet with the STI Director and Program Director. The STI Director will place the student on written probation with the understanding that if the student misses a total of five (5) more school hours the student will be dismissed from the program for excessive absences greater than 5% of the semester hours.
3. A student who misses thirty (30) school hours in a semester will meet with the STI Director. The STI Director will dismiss the student from the program with a written program dismissal for excessive absences greater than 5% of the semester program hours.

### **Extenuating Circumstances**

Students who miss time due to a death in the family, hospitalization, or an extended or chronic health issue, have an opportunity to request consideration due to extenuating circumstances. A determination will be made by the STI Director on a case by case basis. The decision of the STI Director is final. Students must be aware that any absence interferes with their ability to successfully meet program requirements and outcomes.

### **Clinical/Externship/Lab Absence**

All clinical/externship/lab absences require makeup. However, hours absent may remain as missed time. Students who are not present during clinical/externship/lab must meet with the Program Director/lead teacher. Mandatory makeup requirements to meet missed expectations may be in a variety of modalities. Students may be responsible for an associated fee related to clinical/externship/lab makeup. See individual program handbook.

### **Tardiness and Dismissal**

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.

## Attendance Procedure

**Students are required to call to report absence or tardiness. Day students must notify STI by 7:30 a.m., evening students must notify STI by 4:00 p.m. Please call the program office number:**

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 & Refrigeration:	Amy Thomson	508.230.1575
Medical Assisting:	Susan Beer	508.230.1337
Plumbing:	Amy Thomson	508.230.1575
Practical Nurse:	Faculty Office	508.230.1332

**Leave your name, the program you are attending, and your reason for being absent on the voice mail.** Students at a clinical/extern site need to follow program protocol as outlined in the individual program handbook.

### Delayed School & No School Notice

In case of severe weather or any other circumstances warranting the delay or closing of school, students can utilize the methods below for notification and updates. In the event of a delay, please refer to individual program handbooks for specific information. When day sessions are cancelled, all afternoon and evening sessions will automatically be cancelled.

- STI's Facebook page: <https://www.facebook.com/SoutheasternTech.STI/>
- Check STI's Twitter account: [https://twitter.com/southeast\\_tech](https://twitter.com/southeast_tech)
- Radio: WRKO (680 AM), WBZ (1030 AM), WXBR (1460 AM)
  - Listen for an announcement specifically for the Southeastern Regional Vocational Technical High School. If the high school is cancelled, STI is cancelled.
- TV: Channel 4, Channel 5, Channel 7
  - Listen for an announcement specifically for the Southeastern Regional Vocational Technical High School. If the high school is cancelled, STI is cancelled.
- Students may receive an automated phone call from the District Office when classes are delayed or cancelled. Students must make sure the correct phone number is on file with the STI office in order to receive this call. Please notify the STI Office of any phone number changes.
- Call 508-230-1297 ext 7 for delay and cancellation updates.

### C.O.R.I.

#### (Criminal Offender Record Information) and Other Required Information

All students are required to complete a SERSD C.O.R.I. form. All information will be kept confidential. Students may be required by some clinical sites to submit to finger printing and drug screening. Students may also be required to submit to another C.O.R.I. by the clinical site.

### Health Insurance

Students are responsible for providing proof of health insurance and maintaining medical coverage for the duration of the program. Proof of health insurance must be provided at least one week prior to the beginning of school. Students are required to notify STI of any changes to their health coverage.