



## **ATTENDANCE POLICY**

Attendance is a very important factor in career and technical education. To maximize training opportunities, students are expected to be in attendance every day. Failure to participate in program projects daily will result in poor performance and a void in skill achievement. Because of the commitment of Meridian Technology Center to prepare students for careers, many of the policies and procedures of the school reflect those found in the work place rather than those typically found in a school.

Students are expected to attend classes daily and be in class on time. Violation of this policy may result in withdrawal. Students will be allowed nine (9) absences per semester. Allowed absences for students entering during the semester or who are on a non-traditional schedule will be prorated. It is the student's responsibility to call and/or inform the instructor each time he/she will be absent. **Adult Student Absences are defined as missing *more than 30 minutes of class time.***

- **Part-time & Full-time Adult students** who exceed 9 absences in a semester or 9 consecutive days with no contact will be withdrawn or dropped.
- **Part-time Adult students** are allowed 9 total absences in the session (AM or PM) in which they are enrolled.
- **Full-time Adult students** are allowed 9 absences in the AM session and 9 absences in the PM session.
- **Transfers:** If the adult student is enrolled full-time and transfers to part-time in the middle of the semester, the accumulated absences for AM or PM are calculated to get the total number of absences. (The same is true if they are enrolled part-time and transfer to full-time.)

(Exceptions to this policy are students enrolled in Full-time Adult Programs that have board-approved handbooks reflecting the attendance policies applicable to their program.)

An absence for high school students is defined as missing more than 30 minutes of class time. High school students who exceed 9 absences in a semester will be withdrawn or dropped and returned to the partner school at the end of the 9 weeks for schools with block schedules, or the semester for schools with traditional schedules and may forfeit credit for the semester.

When a student reaches 4 absences, a meeting will be called between the student and a student advisor. It is the instructor's responsibility to call a parent/guardian each time a student is absent and document the call.

Missing less than 30 minutes of class by either arriving late or leaving early results in a "tardy" or an early "out". Each incident of either will count as one tardy or one out. Three tardies and/or outs equal one absence.

Pre-approved school activities, leave of absence, inclement weather days (if secondary student's high school is closed) jury duty, subpoenas for court appearance and military duty are the only absences that will be considered "exempt." All students are expected to make up missed assignments due to an absence or tardy.

Continuation of enrollment in the Meridian Technology Center programs will be based on satisfactory academic progress, defined as maintaining a “C” average. If a student fails to maintain this average for one grading period, he or she will be counseled and put on probation. If the grade is not brought up to a satisfactory level by the end of the next grading period, the student may not be allowed to continue enrollment in the program. (For students attending full-time (6 hours per day), grading period is defined as one quarter. For students attending half-time (3 hours per day), grading period is defined as two quarters).

Students who have missed nine (9) consecutive days and are not on an approved leave of absence will be automatically dropped from Meridian Technology Center.

Students attending Meridian Technology Center under various financial aid programs (including, but not limited to, Veterans’ Benefits, Pell Grants, and Oklahoma Tuition Aid Grant) must follow guidelines relating to these programs. Information regarding these guidelines may be obtained from the Financial Aid Office. It is the responsibility of the student to obtain and abide by these guidelines. Failure to comply with the guidelines will result in loss of benefits.