

**ATTENDANCE GUIDELINES
FOR HIGH SCHOOL STUDENTS**

Southern Tech is committed to prepare students for the workforce. This includes a good work ethic which is needed in business and industry. Due to our commitment to training students for success in the workforce, attendance is crucial. A grade of NG may also be given to students in programs requiring physical attendance. Full-time programs have a maximum of 10 absences per semester (excluding principal approved high school activities). This includes tardies (3 tardies is equal to 1 absence). Southern Tech understands that sometimes extenuating circumstances can occur and an appeal of a “No Grade (NG)” can occur by filing the appropriate form for an appeal. An appeal will be determined by an attendance committee. The appeal for a “No Grade” must be received within 15 days after the semester’s grading period. Students may bring documentation for absences before class, after class and during break time to student services.

State Law allows 10 extracurricular absences per year for high school students. These absences **must be reported to the Southern Tech Attendance Clerk by the high school principal** (no exceptions). Certain activities which are part of the curriculum are excluded from the 10 day rule, including: District, State and National Leadership Activities, Career Development Events, Project Exhibition (including livestock shows), and Career Guidance Events.

NOTE: Students who are absent **5 consecutive days** without notifying the Southern Tech Attendance Clerk may be administratively withdrawn.

EXTENDED LEAVE

High school students who exceed the 8 allowed absences per semester may request an Extended Request form from the Southern Tech Attendance Clerk. These are considered on a case by case basis. The ELR must be requested by the parent, high school, or Southern Tech Employee on or before the 4th consecutive absence. Appropriate documentation must be submitted for the leave to be considered.

Work/assignments missed due to an Extended Leave may be completed manually/digitally during the student’s leave. Lab assignments will be completed at instructor’s discretion.

UNSATISFACTORY ATTENDANCE

HIGH SCHOOL STUDENTS

Students with unsatisfactory attendance and/or a failing grade will be advised to return to their home high school full-time at the end of the semester.

ATTENDANCE GUIDELINES FOR ADULT STUDENTS

Adult students exceeding the allowed percentage of absenteeism at the end of each payment period will receive a No Grade. A No Grade may result in dismissal from the program and loss/return of financial aid received. All adult students, regardless of payment source are subject to the attendance policy.

ABSENCES

A maximum of 10% of each payment period for a serious illness, injury, infectious illness or emergency may be permitted if the event is documented. Absences and documentation must be promptly reported to Student Services. The following events are exempt from the allowed absences percentage only if documentation is in the student's file prior to the absence.

- Subpoenaed Court Appearances
- Subpoenaed Jury Duty
- Military Duty

Missing a scheduled morning or afternoon class for a half time or a full time student is equal to one absence. Missing both a morning and an afternoon class for a full time student is equal to two absences. Additionally, Students receiving financial aid (Federal and State Grants and school scholarships) are required to attend a minimum of 90% of the scheduled payment period before their next payment can be made.

TARDIES – THREE TARDIES EQUAL AN ABSENCE

A tardy is equal to any amount of time a student arrives late or leaves early during scheduled hours. Absences from accumulated tardies count the same as and are treated the same as other absences.

PELL GRANT, SAP, AND ATTENDANCE

Students receiving Pell Grant, OTAG and Southern Tech scholarships must complete 90% of the payment period hours to receive the next financial aid payment. If a student completes less than 90% of the required hours for the payment period or the program, the student will be dismissed from the program due to unsatisfactory academic progress.

NON ATTENDANCE

An adult student who misses 5 consecutive scheduled days and has made no attempt within that time to contact the appropriate school officials will be administratively withdrawn after the 5th absence. The student is responsible for forfeited funding and will receive a bill for any outstanding charges.

ADULT LEAVE OF ABSENCE

A Leave of Absence (LOA) is a temporary interruption in an adult student's program of study for a period of 5 or more consecutive days. It is intended for emergencies or circumstances of an unforeseen nature beyond a person's control such as an extended illness, accident or hospitalization. The student must follow the school's formal written policy for an adult student LOA and must apply for and complete the form, with applicable documentation, in advance if possible. A Leave of Absence may not exceed 60 days in a 12-month period including days the school is closed or classes are not scheduled. The LOA must be documented and the student must return at the designated time or contact the school within 5 days of the LOA end date. A student who does not abide by the formal written policy will be administratively withdrawn as of the first day of the LOA and may owe a return of financial aid.

ADULT STUDENTS NOT RECEIVING FEDERAL FINANCIAL AID

Adults with unsatisfactory attendance and/or a failing grade will face possible suspension from the program and will **forfeit Southern Tech tuition waivers** and will receive a bill for any outstanding charges (such as tuition, books, and supplies).