**Absence and Make-up Work Policy**

Adult attendance will be calculated as above with the following exceptions:

* Adult attendance will be calculated in whole day increments. Therefore, an absence from both AM and PM session will result in 1 absence toward the 9 allowed or no more than 10% per payment period; an absence from either the AM or PM session only will be counted as a .5 absence toward the 9 allowed.
* An adult student who misses more than 5 consecutive days without making prior arrangements with the instructor will be automatically dropped from MDTC on the 6th day of absence.
* Excused Absences - No adult student shall receive an excused absence without proper documentation. Written or verbal communication may be considered acceptable by an administrator. The administrator may ask for medical documentation at any point during a period of absence for any student. This documentation must be submitted within five (5) school days of the absence.

Excused absences are those due to illness or personal injury, medical and dental appointments, court appearances, religious holidays and family emergencies. Additional documentation which may be requested may include: Doctor’s notes, obituaries, legal papers/court documents, etc.

If proper documentation for an excused absence is presented, the absence will not count for purposes of passing or failing. An administrator will make the final determination as to whether or not an absence/tardy is excused or unexcused.

\*See PN Handbook for nursing attendance policy.

## Attendance Policy & Procedures

Punctual and regular attendance is of tremendous value to the students’ total learning process. MDTC‘s attendance policy is modeled after the workplace. Mid-Del Tech Center’s school calendar will follow the Mid-Del Schools District calendar and weather closings. As a student you are expected to be in class every day of school and take care of personal business on your own time. The importance of attendance is represented in the calculation of the student’s grade.

* Absences - A student must be in class at least one-half of the session to receive credit for that day’s attendance. The following times are halfway through a session and will be used to determine attendance:

AM Session: 9:00 AM

PM Session: 12:30 PM

* Tardies: All students report directly to their classroom. Students who report to class after the tardy bell must check in with the instructor and will be marked tardy in PowerSchool. Any student leaving school early must check out through the main office. Failure to do either will result in an unexcused absence.
	+ Tardy – A student will be counted tardy up until the time listed above, at which point they will be considered absent.
	+ Leave Early Tardy – If a student checks out after the time listed above, attendance will be noted with a leave early tardy. Otherwise they will be considered absent.
	+ Three tardies (regardless of type) will equal one absence.
* High school students are allowed no more than ten (10) unexcused absences per semester grading period.
* Adult students are allowed no more than nine (9) excused or unexcused absences per semester grading period.
* ***Attendance Policy Appeal Process*** - Adult students, including those receiving veteran benefits, may make a written appeal to determine if special circumstances warrant adjustment to policy. The appeal form is available in the Student Services office and must be filed with an administrator within 2 class days from the date the student was notified that they were in violation of the attendance policy. Adult students are encouraged to keep documentation from the absences in the event the attendance policy is exceeded and an appeal must be filed. The appeal will be reviewed by a committee comprised of (but not limited to) an Administrator, Financial Aid Coordinator, Career Advisor, and instructor. Students will continue to attend classes until notified of the committee’s decision.

If the appeal is approved the student is granted an Attendance Probation Contract. This contract allows the student to continue attending while on probation contingent upon adherence to the terms of the Attendance Probation Contract. Only one appeal may be filed per school year. If the appeal is denied, the student will be suspended for the remainder of the school year, or one semester, whichever is greater. Once the suspension is served, a suspended student is welcome to reapply to the program, but is not guaranteed re-enrollment.

### **Make-Up Policy for Missed Work**

* Students have the privilege to make up missed work. However, it is the student’s responsibility to get the assignments from the instructor.
* Students shall be allowed one day plus the number of days absent to complete the assignments.
* All make-up work must be done before school, at break, after school, or at home. Any shop/lab work must be done under the supervision of the instructor.
* Students absent due to disciplinary measures (i.e. suspension) will either be given an alternative assignment to make up the lab/shop grades or the lab/shop grade will not be averaged in to the final grade.

### **Make-Up Policy for Missed Hours**

A student’s progress towards completion is based in part on clock hours attended. While the MDTC schedule allows for extra hours built-in to the schedule to account for unexpected school closures, should school closures exceed the additional hours scheduled students will be required to attend make up hours. The dates and times of make-up hours will be determined by the teacher and/or administration.