

## STUDENT ATTENDANCE POLICY

It is the policy of the Board of Education of Tulsa Technology Center School District No. 18 that students be informed of expectations regarding their attendance. Attendance patterns established during school days are a major criteria utilized by employers in evaluating potential employees. Employers on Tulsa Tech advisory committees specify that they need employees who are at work and on time every day. Therefore, students are encouraged to establish a good attendance pattern. Secondary students and parents will be required to sign a form at the beginning of the school year stating they have read and understood the attendance policy and procedures. Adult students will be required to sign a form at the beginning of the school year stating they have read and understood the attendance policy and procedures.

Some career majors have special requirements to meet accreditation and/or licensing standards. These are as follows:

**COSMETOLOGY** – Secondary students enrolled in the Cosmetology career major must attain a minimum of 1,000 hours of career major classroom/laboratory instruction during the two-year career major before they will be allowed to take the State Board of Cosmetology licensure examination. Secondary students must complete five hundred (500) hours of training during the first year in the career major before they will be allowed to enroll in the second year of the career major. Adult students enrolled in the Cosmetology/Barber career majors must attain a minimum of 1,500 hours of classroom/laboratory instruction before they will be allowed to take the State Board licensure examination.

**ESTHETICIAN** – Adult students enrolled in the Esthetician career major must attain a minimum of 600 hours of classroom/laboratory instruction before they will be allowed to take the State Board licensure examination.

**AVIATION MAINTENANCE TECHNOLOGY** – Students enrolled in the Aviation Maintenance Technology career major are required by FAA regulations to attend 100 percent of the career majors' total number of class hours. All missed class time and work must be made up 100 percent.

REFERENCE: 70 O.S. § 10-105

## SECONDARY STUDENT ATTENDANCE PROCEDURES

Definitions: Certain terms used in this policy shall have the following meanings:

Full-time Student – A student enrolled in a career major for at least 15 hours per week.

Part-time Student – A student enrolled in any course that is not a full-time career major.

### I. Student Attendance Records - Maintenance and Storage

Attendance is recorded daily by the instructor. This information is maintained in a permanent record. Secondary students must have the parent/guardian call the attendance office to report any absences or grant permission for a student to leave class early.

### II. Tardies

A student will be considered tardy if he/she arrives after the starting time of the class. Tardies will be recorded in 15-minute increments. A pattern of excessive tardies may result in disciplinary action.

### III. Truancy

A secondary student is considered to be truant if he/she intentionally fails to comply with the mandatory Oklahoma School Attendance Law. If a student is truant, no makeup work will be allowed, and a grade of zero (0) will be issued for the time the student is truant. Additional disciplinary action may be taken.

### IV. Leaving Class Early

Any student who leaves before the scheduled end of class may be considered to be absent for the entire day unless he/she has checked out through the attendance office. Secondary students must have parental/guardian permission. Time missed will be recorded in 15 minute increments.

## V. Make-Up Work

Students are expected to make up the work missed while they were absent. It is the responsibility of the student to contact the instructor and make arrangements to complete the work missed. No penalty will be assessed if the work is made up within two days for each day missed. Make up work shall be meaningful and relevant to the course missed. Some situations may require more time due to the nature of the career major. In these cases, the instructor will set the completion date for the make-up work.

## VI. Withdrawal from Career Major

A request to withdraw from class should be initiated through the instructor and the counselor. Secondary students must obtain permission from a parent/guardian to withdraw. Final approval of student withdrawal will be made by Campus Director or his/her designee.

Secondary students may be withdrawn from class upon the request of the student's sending school. Secondary students are automatically withdrawn after 10 consecutive days of absence if there has been no contact with the school by the student or his/her parents.

Secondary students who do not meet minimum career major or certification attendance requirements may be withdrawn from a career major. Withdrawal does not relieve students of obligations related to textbooks, tools, equipment and payment of outstanding fees.

## VII. Operational Procedures for Absences from Full-Time Secondary Career Majors

The absences addressed in the following steps are per semester for career majors operating on a fall/spring semester basis.

The following steps shall be utilized when dealing with student attendance:

### Step 1. After the equivalent of nine (9) absences:

- Parent or guardian will be contacted with supporting documentation
- Administrator schedules conference with student and parent/guardian to
  - place student on attendance probationary contract outlining expectations and consequences
  - or review expectations of previous attendance probationary contract

**Step 2. Violation of Probationary Contract:**

- A student who violates the attendance probationary contract ~~may~~ **will** be withdrawn from the career major.

**VIII. Appeal**

If a student is dismissed due to a violation of the attendance policy, the student may appeal the dismissal by following the Student Appeal Process described in the Student Behavior and Discipline Policy and Procedures (STU-18). A student's failure to abide by the terms of a probation contract is also grounds for student dismissal from the career major.

## ADULT STUDENT ATTENDANCE PROCEDURES

Definitions: Certain terms used in this policy shall have the following meanings:

Full-time Student – A student enrolled in a career major for at least 15 hours per week.

- A student receiving financial aid will be required to attend a minimum of 24 clock hours per week.

Part-time Student – A student enrolled in any course that is not a full-time career major.

- A student receiving financial aid will be required to attend a minimum of 12 clock hours per week.

### I. Student Attendance Records – Maintenance and Storage

Attendance is recorded daily by the instructor. This information is maintained in a permanent record. Adult students must call the attendance office to report any absences or to request permission to leave class early.

### II. Tardies

A student will be considered tardy if he/she arrives after the starting time of the class. Tardies will be recorded in 15-minute increments. A pattern of excessive tardies may result in disciplinary action.

### III. Leave of Absence

Adult students may be granted a leave of absence for the following circumstances

- Jury Duty
- Military Duty
- Prolonged illness or injury, including pregnancy or childbirth, (health care provider's release must be provided)
- Bereavement due to the death of:
  - spouse, child, parent, sibling, grandparent, and corresponding relationship by marriage

The duration of the leave will be granted based on the student's circumstances. While reasonable effort will be made to permit the student to continue the student's education, there may be some circumstances in which it is not possible or practical for the student

to continue the career major and the student must restart coursework. The final decision in these circumstances is reserved to Tulsa Tech.

Multiple leaves within a 12-month period or leaves longer than 60 days, but not exceeding 180 days, are permissible for jury duty, military reasons, or for circumstances including serious health condition of student; care of a child, spouse, or parent with a serious health condition; pregnancy or childbirth.

A Leave of Absence must be requested in writing to the Director of Student Services, within three (3) business days when the need for such a leave of absence arises. The Leave of Absence Form is available at the Student Services office. The student must state the expected starting date and the expected return date. A Leave of Absence will be approved if there is reasonable expectation that the student will return from the leave and coursework begun prior to the leave will be completed. If the student does not return by the expected return date, the student will be dropped from the program as of the last date of attendance prior to the leave of absence. A leave of absence will extend a student's expected program completion date; however, no additional charges will be assessed to the student. A financial aid disbursement period will be extended the number of days equal to the number of days of the leave of absence. A student will not be paid for leave of absence.

#### **IV. Make-Up Work**

Students are expected to make up the work missed while they were absent. It is the responsibility of the student to contact the instructor and make arrangements to complete the work missed. No penalty will be assessed if work is made up within two days for each day missed. Make up work shall be meaningful and relevant to the course missed.

Some situations may require more time due to the nature of the career major. In these cases, the instructor will set the completion date for the work.

#### **V. Withdrawal from Career Major**

Adult students who do not meet minimum career major or certification attendance requirements may be withdrawn from a career major. Withdrawal does not relieve students of obligations related to textbooks, tools, equipment and payment of outstanding fees including funds received from financial aid. Adult students may withdraw from the course at any time by submitting a written request. Adult students will be automatically withdrawn after ten consecutive days of absence if there has been no contact with the school.

**VI. Operational Procedures for Absences from Full-Time Career Majors**

The absences addressed in the following steps are per semester for career majors operating on a fall/spring semester basis.

The following steps shall be utilized when dealing student attendance.

**Step 1.** After the equivalent of nine (9) absences:

- Administrator schedules conference with student to
  - place student on attendance probationary contract outlining expectations and consequences
  - or review expectations of previous attendance probationary contract

**Step 2. Violation of Probationary Contract:**

- A student who violates the attendance probationary contract may be withdrawn from the career major.

**VII. Appeal**

If a student is dismissed due to a violation of the attendance policy, he/she may appeal the dismissal by following the Student Appeal Process described in the Student Behavior and Discipline Policy and Procedures (STU-18). A student's failure to abide by the terms may be cause for student dismissal from the career major.