ATTENDANCE GUIDELINES
FOR HIGH SCHOOL STUDENTS

SOTC expects students to be in attendance just like an employer expects employees to be in attendance. Non-attendance is a poor work habit and can result in termination. Students are expected to take care of personal business outside of school hours.

HIGH SCHOOL STUDENTS ARE ALLOWED UP TO 8 ABSENCES (total excused and unexcused) PER SEMESTER (this includes illness, funerals, military service, court appearances, etc.)

Documentation for excused absences should be submitted to the SOTC Attendance Clerk for verification.

On the 4th absence in a semester, the student will be sent by the instructor to Student Services for counseling before being readmitted to class and the student will be put on attendance probation. Probation may result in loss of extra-curricular eligibility and credit. A plan of improvement will be developed for the student and the high school counselor and parent/guardian will be notified.

On the 8th absence in a semester, the student will be sent by the instructor to the Program Director. If there is no documentation of extenuating circumstances on file and the plan of improvement has not been followed, the student may be dismissed from the program.

NOTE: Students who are absent 5 consecutive days without notifying the SOTC Attendance Clerk may be administratively withdrawn.

In addition to the 8 absences per semester, State Law allows 10 extra-curricular absences per year for high school students only. These absences must be reported to the SOTC 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.

Tardiness is considered to be a poor work habit, and excessive tardiness can result in a student dismissal from the program. A tardy will be recorded by the instructor when the student arrives after class begins or leaves prior to the end of class.
On the 4th tardy in a semester, the student will be sent by the instructor to Student Services for counseling before being readmitted to class and the student will be put on attendance probation. Probation may result in loss of extra-curricular eligibility and credit. A plan of improvement will be developed for the student and the high school counselor and parent/guardian will be notified.

On the 8th tardy in a semester, the student will be sent by the instructor to the Program Director. If there is no documentation of extenuating circumstances on file and the plan of improvement has not been followed, the student may be dismissed from the program.

**SEMESTER EXAM EXEMPTION**
Students meeting the exemption criteria will be exempt from the semester exam.

Exemption criteria:

- “A” average and no more than 2 absences
- “B” average and no more than 1 absence

**LEAVE OF ABSENCE / EXTENUATING CIRCUMSTANCES**

Students who exceed the 8 allowed absences per semester may request a Leave of Absence /Extenuating Circumstances form from the SOTC Attendance Clerk. These are considered on a case by case basis. The LOA/EC must be requested by the parent, high school, or adult student on or before the 4th consecutive absence. Appropriate documentation must be submitted for the leave to be considered.

Work missed due to a leave of absence may or may not be completed for a grade depending on the curriculum being delivered during the student’s leave.

**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.

**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 SOTC tuition waivers** and will receive a bill for any outstanding charges (such as tuition, books, and supplies).