

**STUDENT ATTENDANCE POLICY  
2018-2019**

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*Employers and college instructors stress that attendance is a critical factor for their employees and students. Without solid attendance, production, service, and grades suffer. It follows that a college and career preparation program should reinforce this principle; therefore, the following applies to all students enrolled in CEANCI Education Programs.*

Required attendance days are based on the *Host School's* attendance schedule; CEP students are expected to be in the classroom for the scheduled days and times.

Educators of Beauty - It is the responsibility of the student (*not a representative*) to notify the instructor by phone or in person (text message and email is not acceptable notification) of an anticipated planned absence within 24 hours and to be responsible for all class assignments.

A student parent (guardian) must contact the Host School in the case of an absence occurrence.

CEANCI tracks all absence occurrences and reports each occurrence to the Home School.

When the student acquires Three (3) absence occurrences, written notice will be sent by CEANCI to the student's parents and the student's school counselor.

At Four (4) absences, the CEANCI System Director will meet with the student and school counselor.

At Six (6) absences, the student will be withdrawn from the class.

A student who is withdrawn from a program will not receive a grade or credit for the class.

**ABSENCE OCCURRENCE CLARIFICATION:**

- ❖ An "absence occurrence" is defined as a day missed from the CEANCI class, regardless of whether it is defined as an excused or unexcused absence in the home high school. *Illnesses and optional activities are considered an absence from class.*
- ❖ Students assigned to in-school or out of school suspension will receive an absence for each day missed due to suspension.
- ❖ An absence of more than one day due to extended illness, surgery, court appearances is calculated as one occurrence upon receipt of a physician's statement identifying the dates of the event. Statements must be presented by the student within 48 hours of the absence occurrence.
- ❖ Class days missed as a result of *mandatory* activities in a student's home high school are not counted as an absence. 24 hours prior verbal notification is required; written documentation is preferred.
- ❖ Tardies will accumulate to become counted as absences. Three (3) tardies between 15 minutes before class and 15 minutes after class (early departure) will equal one (1) absence.
- ❖ CEANCI will give consideration to cases of extended illness documented by a physician, a death in the family or a catastrophic event in the life of the student. CEANCI may allow the student to remain in the class on a probationary or conditional status.

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**STUDENT** Signature

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**STUDENT (Please PRINT)**

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**Program**

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**PARENT** Signature

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**PARENT (Please PRINT)**

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**High School**