

ACCET BEST PRACTICES

ATTENDANCE POLICY

As an institution, Model Policy School expects students to attend school every day. When you miss class, you not only fall behind on new material, but you miss the hands-on repetition that is so important in learning and developing your new skills. And your future employer is looking for graduates with perfect or near-perfect attendance!

MINIMUM STANDARD

Model Policy School requires the following minimums for graduation: **90% cumulative attendance** in the classroom and **100% attendance of externship hours**.

You are expected to call the front office when you will not be in attendance, so the instructor can be advised. Students reporting absences during their externship period must notify both the cooperating externship site supervisor and the school.

TRACKING

Attendance is tracked in every class period by the instructor, to the nearest quarter hour. If you miss more than 10 minutes of any class period, you will be marked absent for the whole hour.

Each day the teacher submits the class attendance records to the Registrar, who records the data in the student's electronic records. The cumulative attendance information is contained on the module progress report given to all students each month. If you do not agree with any of the attendance data, you must submit a written appeal to the School Director within one week of the progress report distribution. At the end of the month after the module end date, the module attendance data becomes permanent and can no longer be challenged.

Externship attendance is tracked by signed timesheets faxed or emailed to the Registrar by the externship site coordinator.

TARDINESS AND EARLY DEPARTURES

As an institution, Model Policy School expects students to be in class on time to school every day. When you arrive late to class you not only miss the material that has been presented, but you disrupt both the instructor and your fellow students. If you arrive late for class, your instructor will record a Tardy. If you leave before the instructor dismisses class, the instructor will record an Early Departure. If you are Tardy or have

an Early Departure three times or more in a module, you will be placed on probation for the remainder of the module and be required to see the School Director for counseling.

ATTENDANCE PROBATION

If you do not have cumulative attendance of at least 90% at the end of any module, you will be placed on Attendance Probation for the next module. You must meet with the School Director and abide by the terms outlined in the Attendance Probation notice.

At the end of the module on Attendance Probation, you must be making progress toward meeting the 90% cumulative attendance requirement, and have met all of the terms of the Attendance Probation. Failure to do so may result in termination from school.

After no more than two modules on attendance probation, you must again meet the 90% cumulative attendance requirement, or you will be dismissed from school.

MAKE-UP HOURS

Make-up hours must be prearranged with the instructor, and must be completed outside of normally scheduled class hours. Only time spent on instructor-approved activities in the Resource Center will count as make-up hours. Such activities may include completing class exercises, viewing class tapes, or other course-related assignments. A student can make up no more than 10% of the module hours.

CONSECUTIVE ABSENCES

A student who is absent for eight consecutive class days or fourteen consecutive calendar days without an approved leave of absence will be terminated.

DISMISSAL

Any student dismissed for attendance related reasons—consecutive absences, failure to maintain the 90% cumulative attendance, excessive tardiness or early departures, failure to meet the terms of attendance probation, or failure to return from a leave of absence—may restart classes in the next module only with the School Director's written authorization.