

ATTENDANCE PROCEDURE

The intent of the Attendance Procedure is to promote a positive attitude toward attendance, which will make students more successful in all future endeavors.

- A. When a student returns to school after being absent, he or she shall be required to present a note of explanation (containing student's name, date of absence, reason for absence and parent/guardian signature). Students must present all such notes for excused absences (medical/dental appointments, court appearances, bereavement, religious holidays, college visitation [limited to three per year] and school-sponsored activities) within one week of returning from the absence. Students applying for membership to the National Technical Honor Society should pay special attention to the attendance procedure.
- B. It is the student's responsibility to notify his or her SST teacher about a planned absence at least two days prior to the absence.
- C. Students are responsible for all material missed during ANY absence. Students will have the same number of days to make up work as they were absent. For instance, a student who was absent two days will have two days to complete make-up work.
- D. Students are expected to be in class each day. The number of hours students attend SST classes will be recorded on their competency certificates, presented at the end of their senior or second-year program.
- E. Being more than 30 minutes late to class will count as an absence.

Approved by SST Governing Board 9/20/11