

**ATTENDANCE GUIDELINES
FOR HIGH SCHOOL STUDENTS**

Southern Oklahoma Technology Center is committed to prepare students for the workforce. This includes a good work ethic which is needed in business and industry. Due to our commitment to training students for success in the workforce, attendance is crucial. A grade of NG may also be given to students in programs requiring physical attendance. Full-time programs have a maximum of 10 absences per semester (excluding principal approved high school activities). This includes tardies (3 tardies is equal to 1 absence). SOTC understands that sometimes extenuating circumstances can occur and an appeal of a “No Grade (NG)” can occur by filing the appropriate form for an appeal. An appeal will be determined by an attendance committee. The appeal for a “No Grade” must be received within 15 days after the semester’s grading period. Students may bring documentation for absences before class, after class and during break time to student services.

State Law allows 10 extracurricular absences per year for high school students. 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.

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Students who are absent **5 consecutive days** without notifying the SOTC Attendance Clerk may be administratively withdrawn.

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.

LEAVE OF ABSENCE / EXTENUATING CIRCUMSTANCES (con't.)

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).

Regulation