



PRINCETON RESCUE SQUAD EDUCATION DEPARTMENT

701 Stafford Drive Princeton, WV 24740

POLICY: Attendance

Effective Date: August 2018

TITLE: Attendance

RATIONALE: To ensure that attendance is documented and monitored in a manner that is consistent with accrediting and/or governing bodies

POLICY:

INITIAL EDUCATION COURSE - Students are expected to attend all classes in which they are enrolled. Regular attendance for satisfactory completion of a course is an important part of the student's educational experience. Therefore, a student must attend a minimum of 95% of the course.

Absences: The college recognizes two types of absences: (1) an institutional absence resulting from participation in an activity in which the student is officially representing the Education Department; and (2) an unavoidable absence resulting from illness, death in the immediate family, or unnatural cause beyond the control of the student. All other absences are considered willful.

It is the responsibility of the student to provide a proper explanation to the instructor for institutional or unavoidable absences. Failure to do so immediately upon return to class will automatically make the absence willful. The student should provide supporting documents for institutional and unavoidable absences. Make-up work is the responsibility of the student and at the acceptance of the instructor. Instructors should ensure that he/she completes assignments comparable to the time frame and of the curriculum that was missed. Instructors should adhere to the attendance regulations identified in the course syllabus.

CONTINUING EDUCATION COURSE - A student participating in continuing education courses is required to attend a minimum of 95% of the course. A student whose absenteeism exceeds 5% of the course of instruction, regardless of the reason, will be dismissed from the class.

RESPONSIBLE PERSONNEL:

Education Director, Instructional faculty, students