

RULES ON ATTENDANCE

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Regular and punctual attendance in all classes and activities is required of every trainee/student. Classes missed due to late enrollment are considered absences.

Admission card should be presented/ submitted to instructors/trainer right on the first day of classes.

Tardiness

A trainee/student is marked Tardy if he/she is not present within 15 minutes of class period. Three (3) tardy marks are equivalent to one absence.

Absences – policies governing trainee/student's absences are follows:

- A trainee/student is marked absent if he/she enters the class 15 minutes after the bell has rung.
- A trainee/student who leaves the class and returns at the end of the period or has not returned at all is also marked absent.
- Trainee/student who have incurred a number of absences equivalent to 20% of the total required number of training hours will be considered dropped.
- An excuse letter from parent or guardian should be presented to the Administrator or Instructor after an absence
- A trainee/student held is responsible for all class work covered during his/her absence.
- When a trainee/student has incurred five (5) absences or more in class, the instructor/trainer reports the irregularity to the Administrator
- A trainee/student may be called out from class only upon expressed authority from the Administrator and for urgent reason.
- Trainee/student who are sent as official representative by the school to educational, cultural, social, or religious activities outside the school are excused from the classes they may have missed and are given special consideration.
- Trainees who are deemed "excused" for their absences shall be given make-up class for them to be able to acquire the necessary training duration for the program they are currently enrolled in. The schedule of the make-up class shall be decided by the faculty-in-charge and the Administrator.

Approved by:


Dr. Mary Joyce M. Monzon