

Cascadia Technical Academy Attendance Policy

Congratulations on being accepted into Cascadia Technical Academy (CTA). To be successful at CTA, students are expected to take this opportunity seriously. Students who do take this opportunity seriously will be rewarded with the highly sought after skills and abilities that will make them highly marketable with employers.

An essential skill students will be expected to practice while at CTA is how to be a dependable employee. Part of dependability is showing up on time and being ready to work. To demonstrate this essential skill, students will be expected to practice the following habits:

Habit #1 – *Be in the assigned program area ready to learn before the starting bell.*

Habit #2 – *Minimize outside conflicts with being at CTA.*

Habit #3 – *Communicate with the program instructor when needing to be absent.*

When absent, depending on the type, specific tasks need to be accomplished:

Pre-approved Absence – Students must complete a *Notification of Absence* form to obtain pre-approval in advance. This form needs both parent/guardian and instructor signatures.

School Related Absence – Students must contact the instructor prior to the absence via the method specified in the program's course syllabus in order to meet the expected professionalism standards.

Illness/Personal Leave Absence – Students must contact the instructor prior to the absence via the method specified in the program's course syllabus in order to meet the expected professionalism standards. Parent/guardian communication is also required as per state law by sending a note, calling the CTA absence number (360-604-1077) to leave a message or emailing an absence notification to ctaiamout@gmail.com requesting the absence be excused (must be accomplished within three school days of absence).

Being Late for Class (Work) – Arriving late 30 minutes or more from the start of class, students must obtain a pass from the Student Office before going to class. Arriving late 30 minutes or more will be recorded as an absence. Parent/guardian also must send a note, call the CTA absence number (360-604-1077) to leave a message or email an absence notification to ctaiamout@gmail.com requesting the tardy be excused (must be accomplished within three school days of absence).

Leaving Early from Class (Work) – Leaving class early requires parent/guardian approval. Leaving more than 30 minutes from end of class will be recorded as an absence.

The following are attendance supports students will be provided (if needed):

- 1) At the third (3rd) non-school related absence in any semester, the student must meet with the teacher to review the CTA attendance expectations and program professionalism standards.
- 2) When reaching the sixth (6th) non-school related absence in a semester, a letter will be sent home communicating that most employers will be concerned about dependability with chronic attendance patterns. A plan of assistance will be developed between the student and the teacher. Starting with the seventh (7th) non-school related absence, students will begin to receive a reduction in their grade of 2% points for each additional non-school related absence for a total of up to 20% of your overall grade.
- 3) When reaching the twelfth (12th) non-school related absence in a semester, this level of absenteeism will be considered severe. Most employers will not consider employees dependable with such a record of attendance. A formal meeting with the student, the parent/guardian, the teacher and an administrator shall occur to determine the best plan moving forward. Credit reduction may occur as part of this plan. Failing to improve attendance could result in the student returning to their sending high school full time.