

# ATTENDANCE POLICY

The Work-Based Learning experience is designed to instill the importance of positive work habits and attitudes both on the job and in the classroom.

You must assume responsibility for regular attendance at your school and your worksite.

Remember, if you do not attend your high school you cannot report to the job site except by special permission.

## YOUR ATTENDANCE WILL AFFECT YOUR ELIGIBILITY FOR CREDIT.

It is also important in your evaluation by both your mentor and teacher.

### YOU MUST GO TO WORK EVERY DAY THAT YOU ARE REQUIRED TO BE IN ATTENDANCE.

- You are an employee of the business and your mentor depends on you to be at work everyday.
- Your mentor assigns you important work everyday and if you are absent then that work is not completed.

YOU ARE AN EMPLOYEE OF THE BUSINESS PARTNER and you must follow the same rules as other employees.

- If you are sick and cannot attend work, you **MUST** call your Mentor and Career Pathway Facilitator **BEFORE** you are scheduled to begin work that day. You should always carry these important numbers with you.
- **If you know you will be unable to attend work in advance**, for example, you must take a test at school, **YOU MUST DISCUSS THIS *AHEAD OF TIME* WITH YOUR O FACILITATOR and Mentor.**
- We **STRONGLY** encourage you to schedule all doctor and dentist appointments outside of your work hours, however, should you have an appointment, let your mentor know **PRIOR** to the day of the appointment.
- Unexpected absences are considered to be evidence of undesirable work behavior and can result in removal from program and unearned course credit.
- No show to work, without a phone call and/or prior approval:

Mrs. Puckett's Cell Number: 404 803-0129

Employer Contact Number \_\_\_\_\_

Mentor Contact Number \_\_\_\_\_