

Class attendance is an essential part of the educational process at Downey Adult School, and students are expected to attend all classes for which they are registered to facilitate their academic success. DAS requires stringent attendance. It is the student's responsibility to be aware of the specific requirements of these programs. Student attendance counts from the first official day of class. Students are expected to attend class on time and are expected to remain in class for the duration of the published class time. Students are responsible for the knowledge, skills and abilities not acquired due to absences and for assignments made or due from the first official day of class. If a student has excessive absences and is in jeopardy of failing the course, she/he is encouraged to consult with the instructor and/or department chairperson (Student Warning Form should be used). Instructors must notify the CTE Department Chairperson when students are violating the attendance policy. Students who violate the attendance policy are in jeopardy of being dropped from the program.

When students are unable to meet the DAS attendance policy, they are required to meet with the department chairperson. Instructors must keep a record of attendance for each class meeting, ensuring that only students listed on the current course roster are attending class. Instructors will review the program overview which clearly states how absences, late arrivals and early departures will be addressed as well as the individual instructor's policies for make-up work. The policies stated in the program overview for a student's specific class will be the policies for which the student will be held accountable. This syllabus must be distributed, explained and discussed at the first official class meeting.

Students enrolled in Internet and/or Hybrid courses become responsible for course materials and assignments posted in Blackboard on the official first day of class. Students should access Internet and/or Hybrid courses via Blackboard within the first official week of classes and become familiar with each individual course's requirements. Students should access their Internet and/or Hybrid courses regularly to remain current regarding expected due dates and assignments. Attendance in Internet and/or Hybrid courses goes beyond course login and is based on documentable participation in class activities. Interacting with the instructor, interacting with enrolled students, attending required on-campus meetings and/or submitting course assignments all constitute attendance. Any student who is not able to actively participate in class activities or complete course assignments is encouraged to consult with course instructor.

Instructors should have students sign in and sign out daily using a sign-in sheet. Sign-in sheets must be kept by the instructor. Instructors must input daily attendance in ASAP Attendance software by the end of each day. **It is the expectation of school administration that attendance be completed on time each day. Failure to report attendance in a timely manner will be addressed by administration on a corrective action form which will be placed in the employee's file.**

It is the responsibility of the instructor to notify the department chairperson and the Financial Aid Department when the student is violating the department attendance policy.

ASAP Attendance Software – Only instructors have access to class roster. Classes are set to include exact days and hours that the class meets. All additions/changes by instructors must be documented in the ASAP

Make-up Hours - All CTE students **MUST** make up all hours/days missed. Instructors will record all make-up hours/days in the designated CTE program make-up section of ASAP Attendance software within one week of absence. Instructors must enter in a detailed explanation (in the note section of ASAP Attendance) of the make-up hours completed.

Repeat Module Procedures –

Students that fail a module due to attendance and/or grades:

- Instructor must complete the Repeat Module form and submit to FA and Department Chairperson. Copy of form must be in student file.
- The student must continue to attend class in that module daily.
- Instructor to enter a grade of “NC” for the failed module. **(This grade should not be changed.)**
- Student will be enrolled in a repeat module to complete failed module. There can be no break in attendance. Instructor to assign student work of failed module to be completed in the repeat module.
- Once the student completes the new repeat module, instructor will issue a letter grade.
- Total hours will be OVER, but documentation of Repeat Module form will be in file as verification.

*See DAS Repeat Module form.

*Clerical support to upload Repeat Module form in student’s ASAP Attendance software record

* See DAS Student Warning form.

* See DAS Student Make-up form

*ASAP Attendance software training is available to all instructors upon request.

*** All CTE make-up hours will be recorded in the specific CTE program make-up section. Make-up hours must be completed within one week of the missed day/hour.**

* No excused absences allowed. Students are encouraged to NOT miss class unless absolutely necessary.



_____ Program

Student Warning

Policy and Procedures

Student Name _____ Student ID# _____

This warning notice is regarding:

_____ ATTENDANCE/CONDUCT _____ ACADEMIC

According to the student contract signed by you at the beginning of the course, you were informed of the school and classroom rules and regulations. At this time, you are not abiding by them and are at risk of being dismissed from the class. You are being provided a written warning which means that if you break the rules one more time you will be dismissed from the course immediately.

Notes/Comments:

Student Signature _____ Date _____



_____ Program

Module Repeat

Policy and Procedures

Student Name _____ Student ID# _____

Module to be repeated _____ Module Drop Date _____

Repeat Module Start Date _____ New Program End Date _____

Please initial each clause as proof of understanding of the following statements:

_____ I understand that I am being dismissed from the current module due to:

Attendance

Academic Performance

Conduct

_____ I understand that in order to complete the whole program, I am required to repeat this Module and pay the repeat module fee prior to the repeat module start date.

_____ I understand that in order to be compliant with school policy, I am required to continue attending class on a daily basis, even after being dismissed from the current module. Failure to do so will result in my automatic dismissal from the whole program.

I, _____, have fully read and understand the statements above. I agree to comply with the module repeat policies and procedures.

Student Signature _____ Date _____

Instructor Signature _____ Date _____

Program Director Signature _____ Date _____



_____ Program

Make-up Hours

Policy and Procedures

Student Name _____ Student ID# _____

Date Absent _____

Time Absent _____

Total Hours _____

Module: 1 2 3 4 5 6 7 8

Class: _____

Subject Missed: _____

Make-up Date & Time: _____

Total Hours Made Up: _____

Subject Made Up: _____

Notes:

Student Signature _____ Date _____

Instructor Signature _____ Date _____

**Downey Adult School
Attendance Policy**



Annual Review - Confirmation

An annual review of the Downey Adult School's Attendance Policy will be conducted by the school's administration, faculty, and staff during the Annual Staff Meeting generally held every October

Meeting	Date	Administrator's Initials Confirming Plan Review
DAS Staff	October 2022	
DAS Staff	October 2023	
DAS Staff	October 2024	
DAS Staff	October 2025	
DAS Staff	October 2026	