**WELDING DEPARTMENT**

**ATTENDANCE RULES FOR**

**SIMULATED WORKPLACE**

**PARENT/GUARDIAN,**

**THE FOLLOWING RULES WILL BE IN EFFECT IN THE WELDING DEPARTMENT FOR THE 2018-2019 SCHOOL YEAR. ATTENDANCE IN THE WELDING SHOP IS MANDATORY, YOU CANNOT BE SUCCESSFUL IF YOU ARE NOT PRESENT. THE TOP TWO ISSUES THAT EMPLOYERS SAY CONTRIBUTES TO WORKERS BEING TERMINATED/FIRED ARE VIOLATING ATTENDANCE AND DRUG POLICIES.**

1. **IF YOU ARE ABSENT YOU WILL NEED TO DO THE FOLLOWING.**
   1. **BRING A DOCTOR EXCUSE.**
   2. **BRING A PARENT EXCUSE, 1ST FIVE EXCUSES ONLY.**
   3. **CALL IN, OFFICE #256-741-4627, LEAVE A DETAILED MESSAGE.**
2. **STUDENTS WILL BE ABLE TO MAKE UP MISSED WORK IF THEIR ABSENCE IS EXCUSED BY DOING THE FOLLOWING.** 
   1. **MEETING WITH THE INSTRUCTOR UPON RETURNING TO CLASS, THREE (3) DAY MINIMUM.**
   2. **BRINGING IN AN EXCUSE WITHIN THREE (3) DAYS, SEE #1 ALSO.**
3. **EXCESSIVE ABSENCES WILL REQUIRE A PARENT/GAURDIAN/TEACHER CONFERENCE. THIS WILL BE REQUIRED AFTER 5 DAYS UNEXCUSED ABSENCES EACH SEMESTER.**
4. **MISSING MORE THAN 8 DAYS UNEXCUSED CAN CAUSE YOU TO FAIL THE WELDING COURSE.**

**STUDENT SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PARENT/GAURDIAN SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_**