

North Orange County Regional Occupational Program
ATTENDANCE
ROP AR 5112

Administrative Regulation

In preparing students for work, the North Orange County Regional Occupational ROP models classes on business guidelines and procedures. **When students are absent, no hours may be reported.** In keeping with business attendance standards, the ROP has adopted the following procedures:

TYPES OF ABSENCES	HIGH SCHOOL STUDENT	DISABLED ADULTS (WITH VISUAL, HEARING OR ORTHOPEDIC IMPAIRMENTS)	ADULTS (ALL OTHERS WITH OR WITHOUT OTHER DISABILITIES)
Excused 1. Illness/Injury 2. Medical appointment 3. Funeral services for a member of the immediate family 4. Mandatory court appearances/jury duty 5. Short-term military duty	<ul style="list-style-type: none"> • Assignments and hours can be made up • In case of long-term absences due to illness, students will be provided reasonable options to continue with their education • Study must provide a re-admit, parent's or doctor's note to verify absence 	<ul style="list-style-type: none"> • Assignments and hours can be made up. • In case of long-term absences due to illness, students will be provided reasonable options to continue with their education 	<ul style="list-style-type: none"> • Assignments and hours can be made up • In case of long-term absences due to illness, students will be provided reasonable options to continue with their education
Approved 1. Absences due to employment 2. Illness or injury of immediate family	<ul style="list-style-type: none"> • Assignments and hours can be made up • Students must provide a re-admit, parent's or doctor's note to verify absence 	<ul style="list-style-type: none"> • Assignments and hours can be made up 	<ul style="list-style-type: none"> • Assignments and hours can be made up
Nonapproved (all other)	<ul style="list-style-type: none"> • Assignments and hours can be made up • After 3 nonapproved absences within a semester, the CGS and parent will be called. The student will be issued a student progress evaluation (5121 (b)), detailing consequences of further absences 	<ul style="list-style-type: none"> • Assignments and hours can be made up • After 3 nonapproved absences within a semester, the CGS and parent will be called. The student will be issued a student progress evaluation (5121 (b)), detailing consequences of further absences 	<ul style="list-style-type: none"> • Assignments and hours can be made up • After 3 nonapproved absences within a semester, the CGS and parent will be called. The student will be issued a student progress evaluation (5121 (b)), detailing consequences of further absences