



CAM Attendance Policy

Purpose

To establish an attendance policy that balances the needs of CAM, its training partners, and the CAM participants.

Definitions

Table with 2 columns: Definition, Description. Rows include Scheduled/Excused, Unexcused, and two entries for Sickness.

Policy

The in-class portion of CAM is being delivered in-community to better address travel and family commitments. CAM program staff understands that personal issues arise occasionally and therefore have the following attendance policy:

- In case of sickness, students are required to call the CAM program office or instructor before class begins and leave a message.
• A student who misses more than two (2) consecutive days of classes because of sickness will require a doctor's note excusing him/her from classes.
• A student who is 10 minutes late or more on three occasions will have an absence recorded in their file.

The following steps will be taken to address absences:

Table with 2 columns: Absence Type, Action. Rows include 3rd absence, 5th absence, Additional absences, and Program Dismissal.

I have read and understand the CAM attendance policy.

Signature

Date