

LIUNA 1059 Attendance Policy

At the Construction Craft Worker Regional Training Centre (Southwestern Region), student success is one of our highest priorities. We have found from our experience that attending every class is simply the best formula for success. In fact, attending class is a fundamental academic responsibility of each student.

What are some of my Academic Responsibilities?

- Students are expected to arrive to class on time and remain for the duration of classes and activities.
- Students are expected to assume responsibility for classes missed.
- Students are expected to fulfill the requirements of the agency sponsoring their in-school training.

This means that you are expected to attend class the same as if you were at work. If you are ill and are unable to attend then call the Training Centre at (519) 455-5299 at 8:00 a.m.

Attendance Policy

- Arrive to class on time and remain in class for the duration of the class.
- All practical lab objectives must be successfully completed in order for you to meet the in-school training requirements of the program that you are registered in.

Extenuating Circumstances

- If you are unable to attend school, call (519) 455-5299 by 8:00 a.m., and leave a message identifying yourself and your program, as well as your reason for absence.
- A doctor's note is required to confirm an absence due to illness.

Follow-up and Action

- When you return to class, obtain notes from a classmate for the classes that you missed, and talk to your instructors about missed tests and/or assignments.

Student / Employer Contact, Sponsor, Apprenticeship Branch Contact, and Dismissal

- If you have 2 occurrences (late or absent) your program co-coordinator will contact you and/or your employer for details regarding your absence and you will receive a warning letter.
- All attendance records are reported to the appropriate government agencies.
- If you subsequently have a 3rd occurrence (late or absent a 3rd time) we may recommend your dismissal from this program to your funding sponsor.