

B. Attendance

Classroom instruction and on-the-job training are equally vital and important parts of the total educational process in apprenticeship. Therefore, attendance at all class sessions is mandatory to successfully complete the program. Any student who fails to sign the attendance roster, at the end of any class, will be considered absent from that class. It is the responsibility of the student to ensure they have signed the attendance roster before leaving. For further clarification please refer to the Progressive Disciplinary Actions Policy.

1. Absences within a semester shall subject the apprentice to each of the following penalties:
 - a. **First absence** = 1 make-up class
 - b. **Second absence** = 1 make-up class
 - c. **Third absence** = 21 hr. suspension and 1 month rerate withheld.
 - d. **Fourth absence** may result in termination from the program or repeat the semester, at the discretion of the JATC.
2. If a medical leave of absence is required, military leave is requested or severe personal problems or circumstances beyond the control of the apprentice occur during a semester, (i.e., a death in the immediate family) the student must notify the Training Director in writing immediately and request a review for a determination of the student's status. If a medical leave of absence is requested, the apprentice must comply with the Medical Leave of Absence Policy and complete the Medical Leave of Absence Request form.
 - a. Appropriate documentation must be submitted with the **request within two weeks of the absence.**
 - b. If the absence is excused, it will not count to the three-absence rule for suspension.
3. **All absences**, including excused absences, must be made up unless the apprentice is specifically notified otherwise in writing. Make-up classes consist of evening classes during the school week, approved NECA/IBEW events, and classes of related instruction at the Electrical Training Institute, or as assigned by the Training Director or his/her designee.
4. **All absences must be made up within 59 days** from the date absences were incurred. All makeup classes will be done during the school week in no less than **3 ½ hours** increments beginning at **4:30PM**. Failure to do so will result in a 7-hour suspension to be served at the Electrical Training Institute on two

- (2) Friday evenings from 4:30PM-8PM, credited as one makeup. Any open absence **exceeding 118 days open**, will result in a show cause for “failure to makeup absences and suspensions in a timely manner”, and may result in cancellation of apprenticeship agreement.
5. Make-up classes, including make-up classes for suspensions, must be scheduled by the apprentice no later than twenty-four hours prior to the make-up class. It is the student’s responsibility to sign up for make-up classes either through ATS or by contacting the administration office at info@sdeett.org. Make-up classes, including make-up classes for suspensions, will be held on Fridays at the Electrical Training Institute, in no less than three and a half hour increments beginning at 4:30PM. NECA/IBEW Approved events may be used as a make-up class, if an “Event for Make-up” form is filled out and signed by the responsible representative onsite, at the event. The hours for Event for Make-up forms should be filled in by the onsite representative in three and a half hour increments. A NECA/IBEW Approved event for Make-up does not require the student to schedule the make-up twenty-four hours in advance. A NECA/IBEW Approved event for Make-up is not subject to the penalties described in bullet (6.). The student is required to notify the administration of their intent to attend the approved event. A completed Event for Make-up form with an authorized representatives’ signature is required or no credit will be given. The authorized representatives will be determined by NECA/IBEW and verified by the Electrical Training Institute administration staff.
 6. Failure to attend a scheduled make-up class or suspension without cancelling prior to the deadline will result in an additional absence for each occurrence, which may result in withheld rerates, unless determined otherwise by the Training Director and/or the JATC. All cancellations must occur prior to 12:00 P.M. on the day of the make-up class or suspension in question. Cancellations may be processed by contacting the administration office at info@sdeett.org or by calling 858-569-6633.
 7. Failure to comply with the above policy will be grounds for termination from the program.
 8. All apprentices attending classes in San Diego and working in the Imperial Valley during inclement weather must advise the Electrical Training Institute if the California Highway Patrol has posted travelers advisory warnings. If the road is determined too dangerous to travel, the class(es) will be rescheduled.
 9. Total absences for one semester will be limited to 6 (this includes excused absences). If, a student exceeds six absences during one semester, the student will be withdrawn from the semester. The student will be enrolled in the following semesters class unless determined otherwise by the JATC.

C. Tardiness

Tardiness is defined as arriving late to class, returning late from a break, or leaving class early by 30 minutes or less. Arriving late to class, returning late from a break, or leaving class early by more than 30 minutes is considered an absence.

1. When an apprentice accumulates two tardies, it will be counted as an absence.
2. Any apprentice accumulating six or more tardies during a semester shall appear before the Committee for appropriate disciplinary action as set forth in the Progressive Disciplinary Actions Policy.

D. Make-up Tests/Quizzes

An apprentice who does not take a test/quiz because he/she was absent the night the test/quiz was given may request permission of the instructor to take a "make-up" test/quiz covering the subject matter.

1. The student must make an appointment to come in and makeup any missed tests/quizzes (**Contact Ken Collier**). A date and time must be scheduled in advance which is prior to the next lecture class. The student will have a total of seven (7) calendar days, from the date of the missed class, to makeup the tests/quizzes. In the event that the seventh calendar day falls on a holiday, an additional day will be permitted, not to exceed eight (8) calendar days. Makeup tests and quizzes will only be scheduled within normal business hours of the training institute. The student must make up the test/quiz on their own time, the makeup test/quiz cannot be taken during the students regularly scheduled classes. Any test/quiz which is not made up in time will receive a zero percent grade.

Per Ken Collier, this verbiage is NOT found in the ETI rules & regs:

Students can makeup missed tests and/or quizzes any day during the week (Mon-Fri), student must let me know what day he/she plan on coming in. They can come in between 12:00pm and 4:00pm.

Ken Collier

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