

## 12 for Life Attendance Policy

12 for Life is a cooperative education program between Southwire and partnering school systems. Regular attendance is required for the students to get the full benefit of the program and for Southwire to meet the product needs of the customer. Students are required to work their scheduled shift each day the plant is operating and their assigned Saturdays.

Effective June 3<sup>rd</sup>, 2019 students will be allowed **ten (10) attendance points** during each of the three (3) attendance terms that cover the entire calendar year. New Hires will receive a prorated amount of points based on the month the new hire is hired.

Month	Points Awarded	Month	Points Awarded
January	10	July	6
February	8	August	10
March	6	September	8
April	4	October	6
May	2	November	4
June	10	December	2

### An acceptable absence, tardy or leave early is one of the following:

- Personal illness or attendance in school that endangers a student's health or the health of others that is documented with a medical official's note
- A serious illness or death in a student's immediate family necessitating absence from school
- A court order or an order by a governmental agency
- Conditions rendering attendance impossible or hazardous to the student health or safety
- Absences with a parent note cannot exceed five (5). Any absences that exceed this limit will be considered unexcused.
- Suspension days due to discipline write ups

In order to document any of the excused absences listed above a note must be provided by a doctor, pastor, court official and any other official necessary to validate the reason for the absence. Notes must contain the date of the absence; the student's name and a guardian contact number. Excuses will need to be submitted within four (4) business days. Any excessive absences will be reviewed.

### Disciplinary Action

After five (5) attendance points have been given, a parent will be contacted to remind the parent of the attendance policy. The school will also be notified of the accumulation of attendance points. Students are encouraged to notify their supervisors and Human Resources if the student will be missing a scheduled shift. Disciplinary Actions are renewed at the beginning of each semester.

Number of Points	Disciplinary Action
5	Parent Notified
10	Termination

Any student who has accumulated ten (10) points will be subject to removal from the 12 for Life program. Any student missing seven (7) consecutive days without contacting the school or a 12 for Life supervisor or manager will be notified by 12 for Life personnel, that he/she will be withdrawn within five (5) working days if the school is not notified as to the reason for the absence.

**Terms:**

- Attendance Term 1 – The week 1<sup>st</sup> Semester begins in August and ends the last week of December. This term includes the Thanksgiving and Christmas school holidays. Students are expected to work their scheduled shift when the plant is operating.
- Attendance Term 2 – The week 2<sup>nd</sup> Semester begins in January and ends the last week of May. This term includes Spring-Break. Students are expected to work their scheduled shifts.
- Attendance Term 3 – The week 12 for Life Summer School begins in June and ends the last week of July. Students are expected to work their scheduled shifts when the plant is operating.

12 for Life is scheduled to work on some holidays that may not coincide with the school holiday schedule. We will post the holiday schedule in advance of the holiday.

In the case of inclement weather, the students should follow the instructions on the provided weather hotline.

Southwire and 12 for Life reserve the right to evaluate student absences based on the individual student circumstances.

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Parents Signature

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Date

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Student Signature

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Date