

Renaissance Care Center Basic Nursing Training Center

Attendance Policy

Andrea France, RNC revised 04/17/2025

1. Regular attendance is very important to comply with IDPH and Federal requirements of hours for certification as a nursing assistant.
2. This Program has mandatory content which includes all content covering Safety including CPR, Communication, Resident Rights, Infection Control, and Dementia.
3. Absences during theory sessions in which mandatory content is presented will be reviewed and discussed by the student and instructor, Program Coordinator on an individual basis.
4. A student who exhibits signs or symptoms of illness or infection will be asked to leave the class or clinical session. This will be an excused absence. Failure to meet the required program attendance time and/or failure to complete all assignments, quizzes and tests as outlined in the program and syllabus, regardless of reason, whether excused or unexcused, will result in dismissal from the program.
5. Excused absence(s) during theory sessions in which mandatory content is presented may be eligible to make up the time unless time is deemed excessive and/or no opportunity to make up the time is available. This may be accomplished by completing a special assignment, practicing skills or other classroom activities in the classroom on a day and time agreed upon by the instructor and student. Excused absence(s) from clinical may be eligible to make up the time unless time is deemed excessive and/or no opportunity to make up the time is available. The decision to allow this time to be made up will be evaluated on an individual basis and will be decided by the Instructor, Program Coordinator and possibly the Admissions committee. Student attendance, performance, attitude, and evidence of motivation to succeed will be determining factors in the decision that is made.
6. Absences/tardiness must be reported to the instructor at least one (1) hour prior to the class/lab/clinical/ session if possible.
7. Any student arriving late for a theory session including the day of the final exam will not be admitted to the session if testing is in progress. The student should have notified the instructor in advance of the tardiness and give a reason. Upon receipt of instructor notification, the instructor will advise the student their status of admission to the session. Students will not be allowed to arrive late and disrupt testing once testing is in progress. An appointment will need to be arranged between the student and instructor to complete testing if allowed.

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8. Prior to the 3rd absence or tardy, all assignments, quizzes and tests must be completed whether or not absences are excused or unexcused. The 3rd unexcused absence or tardy will result in the student not being allowed to complete missed tests, quizzes or assignments. This will result in a "0" for each of the missed tests, quizzes or assignments. This could affect the cumulative grade, which has to be an 80% for successful completion of the program.

9. Under special circumstances, and with prior approval of the instructor and Program Coordinator, digital meetings, such as ZOOM may be arranged for Theory attendance. The following requirements must be met for digital attendance to be approved and counted as present in theory. a. The student must always have the video on, excluding breaks. b. The student must mute their audio until the instructor asks the student to verbally participate.

10. If there is a sequence of absences, notification must be given to the instructor each day.

11. Notification to the instructor may be done via a text message to the instructor's provided contact number, via email to the instructor, or via the Program's Digital Learning Platform messaging center.

12. Three (3) cumulative "tardies" during any theory/lab session will result in the deduction of program time equal to one (1) theory session or 6 hours. Whether or not these tardies are excused and the missed hours are allowed to be made up will be evaluated on an individual basis by the Instructor/Program Coordinator and/or Admissions committee.

13. Punctual return from all assigned breaks during Theory, Lab, and Clinical is required.

14. Late return from any assigned break during Theory and/or Lab will count as one of the three (3) tardies. Three (3) cumulative tardies will result in the deduction of one (1) Theory or Lab session or 6 hours. Whether or not these are excused, and the missed hours are allowed to be made up will be evaluated on an individual basis by the Instructor/Program Coordinator and/or Admissions committee.

15. Three (3) cumulative "tardies" during clinical rotation will result in the deduction of program time equal to one (1) clinical session or 7.5 hours. Whether or not these are excused, and the missed hours are allowed to be made up will be evaluated on an individual basis by the Instructor/Program Coordinator and/or Admissions committee.

16. Late return from any assigned break during Clinical will count as one of the three (3) tardies. Three (3) cumulative tardies will result in the deduction of one (1) Clinical session or 7.5 hours.

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17. Students not using clinical time for interaction with residents or resident care will have that time documented and deducted from the clinical session. This time will be unexcused.
18. Every minute the student is absent from class, lab or clinical, regardless of the reason, will be deducted from program time and may result in failure to successfully complete the program.
19. Sleeping in class is considered being absent from class and time missed will be documented and deducted from the class/lab or clinical session. This time will be unexcused. The instructor will not wake the student but will deduct the minutes the student is asleep from their program attendance time.
20. Use of any electronic device other than that being supervised by the instructor for learning purposes during class/lab or clinical session time will be considered being absent from class. Time missed will be documented and unexcused. The instructor will ask the student to put the device away. Failure to comply immediately will result in immediate dismissal from the class. This time will be unexcused. The disciplinary process will be followed as stated in this Academic Catalog/Handbook and Program Syllabus.
21. Tardiness/absences will be excused on an individual basis at the discretion of the instructor/Program Coordinator and/or Admissions Committee with the understanding that the student must comply with the hours outlined in the program and syllabus for successful completion of RCC CNA Training Program.
22. A written excuse from a healthcare provider or other appropriate source (Funeral Director/Obituary) may be required for absence/tardiness to be excused.
23. Failure to meet the required program attendance time and all assignments, quizzes and tests as outlined in the program and syllabus, regardless of reason, whether excused or unexcused, will result in dismissal from the program.
24. Readmission to a later program may be granted at the discretion of the instructor/Program Coordinator and/or Admissions committee, depending upon the circumstances of the absence/tardiness and student performance, attitude, and demonstration of motivation to succeed during class, lab and clinical.
25. An excused absence of one (1) theory/lab or 6 hours is allowed and will not affect successful program completion providing all assignments, quizzes and tests have been turned in at a time agreed upon by the instructor and student and no mandatory content as previously outlined has been missed because of the absence.

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26. An excused absence of up to one (1) clinical session or 7.5 hours is allowed and will not affect successful program completion providing all clinical skills have been successfully completed prior to the last day of clinical at times and dates agreed on by the student and instructor.

27. Theory, Lab, or Clinical may be cancelled by the Program coordinator or instructor due to inclement weather, unavailability of instructor due to illness or emergency, or other unforeseen circumstance. This time will also be made up within the approved program dates unless emergent or unforeseen circumstances arise and approval from IDPH is given to not make up the missed hours. An example might be that the last day of clinical was cancelled due to severe weather and the mandated 40 hours of clinical sessions had been held and all students have successfully completed the required skills.

28. It is imperative that students and instructor agree upon makeup dates as listed in the master schedule.