



"Commitment to Excellence"

October 19, 2023

Re: Addendum 1.4 – Program Catalog & Student Reference Guide

Section: Student Rights and Responsibilities

Sub-section: Attendance Policy

New section:

Emergency Absences

If a student encounters an emergency and will not be able to attend CSRIPS, prior to class, he or she must immediately:

- Contact the Squad Leader – Mandatory
- Contact the Class Leader – Mandatory
- Contact the Lead and or Co-Lead (call or text) – Mandatory
- Contact CSRIPS and leave message if after/before hours of operation detailing students name, class, contact number (in the event you cannot reach any of the above)

*Students unable to attend and EMS externship must contact the Clinical Coordinator (call/text/email) prior to the start of the externship.

For privacy, the only people who should need to hear the nature of the emergency will be the Lead/Co-Lead. Additionally, the student will be required to keep the Lead/Co-Lead apprised of his/her status and estimated return. The time missed and all assignments will be the sole responsibility of the student to make up as defined by the Lead Instructor.

Any absence that has not been pre-approved or deemed a nonemergency, the student will be subject to demerits. If the student does not call the Lead/Co-Lead by the start of class, he/she will be considered AWOL. Please refer to the Demerit System section for consequences.

A student who misses a class, regardless of hours, will be given a *Student Record of Discussion* in addition to demerits and counseled by the Lead Instructor or his/her designee. The student shall be placed on probation until the hours are made up. Once the hours are made-up, the student returns to Good Standing. Should the student have another absence while on probation to exceed the maximum hours stated prior, the student shall be released by the Instructor or Program Director.



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