

Christian Women's Job Corps® Attendance Policy



As a participant, you are expected to attend all of our sessions and events, on time, as scheduled and complete all assessments and return when due. This includes your weekly contact with your mentor. She will help you with your Bible Study, your goals and also be there to listen and encourage you. Who knows, she may become one of your best friends!

EXCUSED ABSENCES

1. An absence will be excused for the following reasons:
 - a. Student or immediate family member requiring a trip to the hospital
 - b. Medical Emergency
 - c. Court Date
 - d. Family Emergency
 - e. Jail
 - f. The funeral of a family member
 - g. Appointment that cannot be rescheduled
2. To be excused for an absence you must provide documentation of good cause and contact your mentor within 24 hours of the absence. The documentation will be turned into CWJC.
3. Every effort will be made to plan all meetings, classes, and events at days and times convenient for you. In the event of excessive excused absences a student may be terminated from the program.

UNEXCUSED ABSENCES

1. An unexcused absence occurs when:
 - a. No documentation proving good cause is provided, or
 - b. No contact is made within 24 hours of the absence, even when documentation is provided.
2. The first unexcused absence will result in:
 - a. A written record of the noncompliance will be noted in your confidential file.
 - b. A verbal warning will be given to you.
3. The second unexcused absence will result in:
 - a. A written record of the noncompliance will be noted in your confidential file.
 - b. A written warning will be given to you, letting you know that there are no more chances.
4. The third unexcused absence will result in termination from CWJC for a specific period of time. This termination period will end any and all resources that CWJC has set in place for you. No contact will be made by any parties connected with CWJC during that specific time. If you want to come back to CWJC, you must reapply and follow a specific goal setting plan. At no time does a returning woman into the program receive the same mentor as before.