

IVVC ATTENDANCE POLICY

At IVVC, we believe that student attendance is an integral part of the total learning experience. A student learns and experiences something new each day; therefore, it is imperative that a student be in attendance to take advantage of these educational opportunities.

Frequent absence from work is one of the primary causes for employee termination. When hiring Center graduates, employers inquire about the individual's attendance record at school. Since regular attendance is of the utmost importance for future successful employment, the following IVVC Attendance Policy has been established.

A. Excused Absences – No Penalty

1. School sponsored activities (absences in this category are the only absences that will still allow a student to be eligible for perfect attendance awards)
 - a. Field trips
 - b. Sports events
 - c. Assemblies
 - d. Other activities sponsored by home school
2. Funerals excused by home school
3. Hospital stays or home confinement by doctor – three (3) consecutive days or more (written documentation must be provided to IVVC within two days of returning to school)
4. Other absences approved by the Assistant Director

B. Unexcused Absences – Penalized after five (5) sick/personal leave days

It is recognized that there are times when absences are unavoidable. Many companies deal with this problem by giving their employees sick/personal days before they deduct pay from the employee's salary.

Because IVVC is a career center dedicated to preparing our students for the realities of the workplace, **our students are given five (5) sick/personal days per IVVC semester. If the student uses these five (5) days, the student will then begin to be penalized two (2) grade points for each day of unexcused absence on the next quarterly report card.** If there are extenuating circumstances, it will be reviewed by the Assistant Director or the Director.

C. Procedures

1. Unexcused absences may be penalized by the instructor, either by the day or at the end of a grading period providing penalty has the same effect. Make-up will be allowed for classroom work missed during an unexcused absence; however full credit for that work is at the discretion of the instructor. Instructors may assign additional written work to replace time lost in shop/lab.

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2. This Attendance Policy will be reviewed with the student in the classroom and must be signed by student and parent/guardian and placed on file in the IVVC office.
3. The Assistant Director will serve as attendance officer to review unusual circumstances and to decide upon the application of the policy to situations which may not be specifically covered by the written policy.
4. When the 5th day of Category B absence has occurred, the program instructor will speak to the student. At that time, the student will be made aware that future absences for the semester may be unexcused and subject to the above rules. The parent/guardian may be notified. The instructor will keep track of unexcused absences and deduct points as necessary.
5. The attendance secretary will notify the Assistant Director when the 10th day of Category B absence has occurred. The Assistant Director will meet with the student and contact the parent/guardian by phone or letter. A student/parent conference with the Director and the Assistant Director may be requested.
6. Students who are granted medical excused absences by the home school will be handled on a case by case basis.
7. Students who have repeated unexcused absences will have their status reviewed by IVVC and the student's home district. Excessive unexcused absences may affect the student's opportunity to return to IVVC.
8. No sanctions shall be imposed against students who are chronic truants as defined by 26-2A of The School Code unless supportive services have been provided.