

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, attendance is a part of a student's employability grade.

IVVC attendance is reported to the home schools. The home schools determine whether an absence is Excused or Unexcused.

Absences from IVVC that are related to home school activities (field trips, sports events, assemblies, etc.) are not counted against a student and are eligible for perfect attendance.

Program instructors will monitor student attendance and penalize the student's employability grade when absences become excessive (more than 5 days per semester). Extenuating circumstances will be taken into consideration.

Procedures

1. 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 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.
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 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 subject to the above rules. The parent/guardian may be notified. The instructor will keep track of absences and deduct points as necessary.
5. The attendance secretary will notify the Assistant Director when the 10th day of absence has occurred. The Assistant Director will contact the parent/guardian by 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 absences will have their status reviewed by IVVC and the student's home district. Excessive 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.