



ATTENDANCE POLICY

RATIONALE: Statistics show that employers are interested in employees who demonstrate good attendance habits. WCCC teaches students to be employable, to be able to keep their jobs, and to secure their futures. Therefore, WCCC will consistently emphasize the importance of good attendance and has adopted this attendance policy to address the students' needs as well as the needs of the community. Parents are welcome to check on the status of their students' absences at any time.

STUDENT/PARENT RESPONSIBILITY: Attendance is the responsibility of the student and parent. Please notify **both** WCCC **and** the home high school in the event of an absence. Calls may be made to the WCCC instructor between 7:30 a.m. and 2:30 p.m., and should be received within 30 minutes of the class start time on the day of the absence. Refer to your home high school attendance notification procedures, as they vary by school.

Students are also responsible for informing WCCC instructors (with any supporting documentation) of school assemblies, class meetings, sports events, field trips, or any other programs that result in daily schedule changes, before the day of the activity, if possible. Additionally, any required suspension and/or expulsion information should be forwarded to WCCC immediately.

CRITERIA: All high school students must abide by the following.

1. EXCUSED ABSENCE: 5 "EXCUSED" ABSENCES ARE ALLOWED PER SEMESTER.

At **3** "excused" absences, the student's parent or guardian will be notified. At the **5th** "excused" absence, the student's parent or guardian will be notified and an attendance contract will be developed among the student, instructor, school administrator, and parent or guardian outlining the required attendance and conditions in order for the student to continue in the program. At the **6th** absence, the student may be withdrawn. The student, parent or guardian, and home high school will be notified immediately and the student will lose credit for the course.

3 TARDIES WILL EQUAL 1 ABSENCE and will count toward the total absences allowed. Tardies are recorded daily. If a student is more than 15 minutes late to a class, it is considered an absence.

*Parents/guardians will be contacted by the instructor, if necessary, for verification of an "excused" absence and/or class status.

2. UNEXCUSED ABSENCE: STUDENTS MAY NOT EXCEED 2 "UNEXCUSED" ABSENCES during any one semester or they may be withdrawn from the course. An "unexcused" absence is one or both of the following:

- a. Student and/or parent failed to contact the school on the day of the absence (as explained above).
- b. The absence verification process results in insufficient justification for an "excused" absence as determined by the instructor and/or administrator.

Students may be allowed to make up class work for days missed within 48 hours following their return. However, there are occasions when experiences in the classroom, such as hands-on laboratory assignments, group projects, etc., cannot be made up and loss of credit for these assignments may result.

Students **must** be concurrently enrolled in a School District 51 home high school, or other approved affiliated school system, in order to attend classes at WCCC. Students who have dropped out or who have been expelled from their home high school may no longer attend WCCC classes.

Administration reserves the right to review an individual's attendance.

COMMITMENT: I understand and agree to the above policy and the conditions stated.

Student: _____
Signature Date

Parent: _____
Signature Date