

BOARD POLICIES	ATTENDANCE – STUDENTS: FULL-TIME PROGRAMS (BP-10003) METRO TECHNOLOGY CENTERS	The on-line version of the policy is official. Therefore, all printed versions are unofficial copies.
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1.0 POLICY:

Attendance Expectations

Regular class attendance for adult and secondary students is an essential component of academic success and is required for all MTC students. No student may miss more than ten (10) days per semester/pay period, except as noted below under Activity Absences or Financial Aid requirements. Students starting after the first day of classes will have less than the ten (10) days of allowed absences. Accredited programs shall meet the attendance requirements established by the accrediting agency, and such requirements will supersede this ten (10) day rule.

Definitions

A day is defined as the class period a student is enrolled each day. Students who miss over one hour per class will be counted absent for the class. Students who arrive up to one (1) hour late or depart up to one (1) hour early per class will be considered tardy for that class. Three tardies will equal one (1) absence.

Violations

Violation of the attendance policy will result in the student receiving no academic credit and will result in withdrawal from school. Students who violate the attendance policy will not be allowed to enroll for the following regular semester, including summer school if the violation occurs during the spring semester.

A new student who has never attended MTC and misses three (3) consecutive days with no contact will be withdrawn. Students who miss 5 consecutive days during the school year without contacting the school will be withdrawn.

Other

The superintendent or designee may grant an extended leave of absence in extreme circumstances, but such a leave will not result in a refund of tuition. The superintendent is authorized to implement additional procedures regarding student attendance as are deemed appropriate under specific circumstances.

Separate Enrollment Classes

Absences and tardies will be counted separately for classes which require separate enrollment, i.e. physics, calculus, etc.

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Activity Absences

- Student activity absences must be fewer than ten (10) per school year, except for:
- School-wide activities such as assemblies, student testing, and enrollment.
- District, state, and national contests or activities which the student has earned the right to attend.
- Educational program field trips within the program's daily time schedule.

In order to be excused from classes for an activity absence, students must be eligible according to their home high school eligibility policy. They must also have a passing grade (certified by the involved teacher) and be within the attendance policy in all classes affected by the activity at the time of the request for an excused absence.

2.0 CROSS REFERENCE: N/A

3.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
04-Oct-88	A	Adopted
14-Oct-96	B	Revised
27-Aug-01	C	Revised
26-Aug-02	D	Revised
22-Sep-03	E	Reformatted
15-Dec-03	F	Legal references reviewed and revised as necessary
22-Nov-04	G	Revised
07-May-13	H	Blanket approval granted by Board of Education to update all policies to approved format and to remove two sections: 2.0 Legal Reference and 5.0 PCF Framework
06-Aug-19	I	Revised to set clear expectations for attendance in full-time programs. Measures are changed to days per year from percentage of hours in program to more closely match other institutions.

***** End of Policy *****