

# Policies & Procedures

## Attendance (High School)

### Notification

Regular class attendance is required of all students. Promptness and dependability are qualities that are very important in all occupations. Students should begin to develop these qualities the day they begin their training. When attendance is not possible, the student (or parent/guardian if the student is a minor) must contact the Attendance Office to excuse the absence, tardiness, or early release from class. Absences must be excused prior the student's return to class after an absence. The attendance telephone lines include 24-hour voice mail services to allow for messages at any time.

- Main Campus – 480-461-4026.  
For Attendance issues or Emergencies after 3pm, please call: 480-612-5785
- Power Campus – 480-308-4626
- Apache Junction Campus – 480-308-4626

### Absence/Tardy

Students are required to be on time and stay for the entire duration of class. Students assume the responsibility for making arrangements with individual faculty members for any and all eligible make-up of work missed as a result of being late for classes or leaving early. Bell work and Ticket Out the Door are not eligible for make-up. Work can be made up; however, hours cannot be, due to state board guidelines.

Students not in attendance for more than fifty (50) percent of the session will be counted absent for the day. The following chart describes certain milestones and actions for students, instructors, staff, and administrators.

Absence	Instructor	Admin/Staff	Student
5	No action	The Registrar's office sends a letter or e-mail to the student/parent informing them of the number of absences	No action
8	Meets with the student, calls home and sends Student Success Plan (SSP) to student/parent or guardian for signature	No action	Meets with the instructor; returns signed 1st warning SSP to instructor within 3 days

10	Instructor refers student to the Dean of Students	Dean of Students/counselor meets with the student and calls home to inform the parent or guardian of consequences upon 15th absence  The Registrar's office sends a letter or e-mail to the student and parent or guardian informing them of the number of absences	Meets with the Dean of Students/counselor
12	Modifies SSP and sends home for student and parent or guardian signature	No action	Returns modified SSP to instructor within 3 days
15	No action	The Registrar's office sends a letter or e-mail to the student and parent or guardian informing them of audit status	No action

<b>Tardy</b>	<b>Instructor</b>	<b>Staff/Administration</b>	<b>Student</b>
3	The instructor meets with the student to determine barriers or circumstances surrounding the violation  Verbal Warning SSP issued, student signature required	No action	Verbal Warning SSP signed by student
5	The instructor meets with the student, calls home, sends SSP home for student and parent or guardian signature  Instructor informs student of referral to administration upon 8th tardy	No action	Returns signed 1st warning SSP within 3 days

8	Refers student to the Dean of Students	The Dean of Students and counselor meets with the student and calls the parent or guardian; parent or guardian are informed of the consequences of additional discipline procedures for additional infractions	Meets with Dean of Students/counselor
10 or more	Refers student to the Dean of Students	The Dean of Students meets with the student and calls the parent or guardian; parent or guardian are informed of the additional discipline imposed	Meets with Dean of Students

### Early Release

Students under the age of 18 years must receive the permission of a parent or guardian to be released early from class. That permission must be communicated to the Attendance Office via a telephone call. Students 18 years of age and older may call themselves out for early release by contacting the Attendance Office prior to the start of class. Campus policy restricts the use of cell phones during academic instructional time, and faculty do not have the authority to release students from campus. Faculty will be contacted at the requested time for the released student(s) to report to the Attendance Office and sign out. The release becomes a record of the date and time a student signed out for the day.

### Attendance/ Absentee / Credit Procedures (High School)

EVIT's vision is to prepare students for competitive employment. Therefore, it is extremely important that EVIT policy reflects the values and needs of our local employers, who overwhelmingly agree that attendance and punctuality are two of the most important qualities we can teach our students. When addressing absences, Home School Activity (H.S.A.) absences are included in each reference regarding class time missed. In an effort to meet this challenge, EVIT uses the following policy:

- According to Arizona law, high school students are expected to attend all of their scheduled classes to receive credit. On occasion, absences might occur. Withholding of grades or credit can occur only if the student is absent fifteen (15) or more excused or unexcused days in a semester (includes H.S.A.). If a student under 18 years old is absent for five non-consecutive days (excused/unexcused/ H.S.A.), a truancy letter will be sent home to a parent/guardian. If the minor student is absent for ten (10) days (excused/ unexcused/H.S.A.), a second letter will be sent home to a parent/guardian with a warning that the student's ability to pass his/her program could be threatened by the student's lack of hands-on skills/practice time experienced during class. Fifteen (15) absences in a semester (excused/ unexcused/H.S.A.) will result in the student's status change to audit. In audit status, the student will continue attending class but will not earn credit for the program.
- At any time in the semester, if a high school student is absent for ten (10) consecutive days (excused/ unexcused/H.S.A.), he/she will be dropped from the program. This may put the student in jeopardy of graduating from high school later than the expected time.

- Any day EVIT is in session and a home school/district is not in session or does not provide transportation is considered a Home School Activity (H.S.A.). On occasion, a Home School may need the student to remain at the Home School for the day instead of attending class at EVIT. These events will be recorded as an H.S.A.
- Within five (5) school days of the H.S.A. absence, the home-school attendance clerk or administration must email attendance@EVIT.com with the following information: student name, activity description, and date of activity. No exceptions will be made.
- All unexcused absences will receive an automatic phone call to the home number.
- If students or parents need to seek help with excessive absences, they should contact the Attendance Office, who may refer them to counseling.

### **Chronic Illness Information (High School)**

- Students who have chronic or recurring illnesses must have a completed and approved Chronic Illness Form signed by a doctor and on file in the Attendance Office prior to absences taken. All absences can place the student on audit status under the same guidelines as any other student.
- The Chronic Illness Form is only valid for the school year in which it is completed. A new form is required for each school year. Parents need to specify that the absence is due to a chronic illness that is on file when calling in their student's absence.
- If the student's home school has a Chronic Illness Form on file, parents will need to request a copy. The form needs to be given to our attendance clerk, otherwise, students will need to obtain a Chronic Health Form in the Admissions Office. Please allow two weeks for the approval process.
- Homework and class assignments shall be made available to students with chronic health problems to provide the opportunity to complete coursework. Instructional arrangements shall be determined on an individual basis to ensure that continuous learning is integrated as much as possible with the regular attendance program. Credit awarded shall be based upon completed course requirements.
- Having a current Chronic Illness Form on file does not excuse class work/assignments. Additionally, CTE programs are required to have 51% hands-on learning. Therefore, a student could receive a failing grade if work is not completed.

### **Attendance Policy (Adult Programs)**

Attendance is taken daily by clocking in and clocking out for ALL programs. Attendance records are maintained by the Admissions office as part of the student's permanent academic record. Faculty do not have the ability to edit recorded classroom time.

- **Military commitments:** absences for periods of up to one week will not be counted against the number of absences allowed per semester or session. Students are required to provide appropriate documentation of the specific orders, length of assignment and location. Prior notification must be initiated with each faculty to discuss make-up work. If the length of the absence is longer than one week, the faculty and the student will determine whether there is sufficient opportunity for the student to make up the work. If it is determined that the length of absence for the military commitment provides an undue hardship on students' ability to make up

assignments, the affected student(s) will be provided an opportunity to request an incomplete grade or drop the class.

### **Details regarding adult program attendance**

1. Only persons who are registered for a class may attend classes.
2. Students are expected to attend one hundred percent (100%) of their class time.
3. Students who fail to attend the first scheduled class meeting, or who fail to contact the faculty member and admissions office regarding the absence before the first scheduled class meeting, will be withdrawn from the program.
4. At the beginning of every program/course, each faculty member will provide students with a course syllabus. Any additional attendance requirements specific to a particular type of program would be outlined in the syllabus or Program Handbook. It is the student's responsibility to consult with the faculty member regarding absences. Absences begin to accumulate with the first scheduled class meeting.
5. Students are responsible for notifying the faculty member and an enrollment advisor when they discontinue studies in a course.
6. Classroom attendance is a critical component of student success in all hands-on training programs. If a student has recurring absences, the faculty member may initiate a Student Success plan for the student. The student will then meet with the faculty member, and the written Student Success plan will be reviewed as part of an overall progressive intervention process (see page 34).
7. If a student continues to have attendance issues, additional progressive intervention measures will be implemented.
8. If a student's absences reach fifteen percent (15%) of the program session (non-consecutive class periods), he/she will have earned an F for the program/course. Program clock hours vary by program. Students need to be aware that the 15% threshold calculation is based on the number of clock-hours assigned for a particular session and program.
9. If a student is absent for ten (10) consecutive days, he/she will be administratively withdrawn from the program/course.
10. If attendance becomes an issue, the student should be proactive and request a meeting with the faculty to resolve a potential withdrawal situation. Students should carefully review all additional attendance requirements as they relate to Financial Aid, Veterans Benefits, scholarships, or third-party funding guidelines.
11. Students are expected to use their student ID badge to clock in/out each class period. A student who does not clock in and/or out using their ID badge will not be awarded clock-hour time for attendance, and a Student Success plan may be put into place. If a student ID badge is lost, the student can get a replacement badge for a \$5 replacement badge fee.

### **Additional Attendance Requirements (Adult Programs)**

Many programs enforce a stricter attendance policy due to State, Federal or National accreditation and or certification requirements. Confer with your faculty member for details.

### **Leave of Absence (LOA) (Adult Programs)**

For a leave of absence to be granted, the request must meet all of the following conditions:

- The student is enrolled in an Adult-Only Education Program.
- The completed Leave of Absence Request Form must be submitted in advance, with appropriate supporting documentation, stating the exact period of the leave, with start and end dates.

- A LOA request must not exceed 90 days. A Medical LOA may be allowed for up to 180 days with proper documentation. A signed doctor’s statement is required.
- EVIT may grant a student more than one leave of absence as long as the total number of days does not exceed 180 days within a 12-month period. This 12-month period begins the first day of the student’s initial LOA.
- There must be a reasonable expectation that the student will return from the leave of absence, and that it will not adversely affect the student’s ability to continue from where they left off in their program.
- Upon return from a LOA the student must first report to Counseling/Enrollment Advisor to receive an LOA Clearance Form to return to class. The student will not be permitted into the classroom without a signed LOA clearance form.
- If the student does not return after an approved LOA, the student is considered withdrawn from the program.
- LOA requests must have all required signatures and be submitted to your instructor/program director and to the Director of Adult Education Center for approval. Any LOA that does not meet the criteria is considered a withdrawal from the program.

## Regular Bell Times

High School Class	Bell at Start of Class	Bell at End of Class
AM Session	8:00 AM	10:35 AM
PM Session	12:00 PM	2:35 PM
4-hour AM Session	7:00 AM	11:00 AM
4-hour PM Session	12:00 AM	4:00 PM

## Additional Class Times

Some classes at EVIT start and end on a different schedule (i.e., Cosmetology, Massage Therapy, Emergency Medical Technician, adult-only programs, etc.) Students enrolled in these classes are responsible for making appropriate arrangements to avoid tardiness.

## Alternate Class Schedules (High School only)

EVIT does not adjust high school schedules to reflect late starts, early release, alternate schedules or half-days, regardless of homeschool schedules.