

## **STUDENT ATTENDANCE GUIDELINES**

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1. You are expected to be in the Interdisciplinary Cooperative Education (ICE) class everyday your class meets. **A parent or guardian must call the New Castle Area Career Programs office at (765)593-6680 prior to class time each day you are absent.** If a parent or guardian is not available, you may call yourself, and you will be forwarded to Mrs. Koby. If a call is not received prior to class time, a parent/guardian will be notified to make sure they are aware that you are not in class.
  - If no call is received for absence on a class day, you will serve detention for class time missed. This detention may consist of time spent doing homework in the career programs office, participating in a community service project or working on the KeyTrain assessments. A call the next day will not be accepted. In addition, you will lose double class participation points if a call is not received prior to class time.
  - Assignments missed due to any absence must be made up. It is your responsibility to find out what was done in class.
  - When New Castle Community Schools are open, New Castle Area Career Programs is open and you are expected to be in ICE class, even if your home school is closed. If you cannot make it to class due to snow, a ***parent or guardian*** (not you) must call the New Castle Area Career Programs prior to class time.
  - If you are going to be late to the ICE class, call the career programs' office (765-593-6680) to let Mrs. Koby know.
  - If New Castle has a 2-hour delay on a class day, class time will not change.
  - For New Castle students--anytime there is a 2-hour delay, you will miss your 4<sup>th</sup> period class. Be sure to inform your 4<sup>th</sup> period teachers on those days that you are in ICE and will not be in 4<sup>th</sup> period if you have to work. You are responsible for finding out what was done in class.
2. **No school/No work. Any day you are absent from school due to illness, you will not go to work that day. It is your responsibility** to call the employer to let them know you will not be at work and why. You must also call Mrs. Koby to inform her of your absence from work.
3. If you are absent from school due to a doctor's appointment, you will be allowed to go to work. Any other circumstances need to be discussed with Mrs. Koby prior to the absence.
4. As with work, there are no excused and unexcused absences for the ICE class. Absences due to doctor's appointments during the ICE class time count as an absence and will count against the daily-related class grade.

School field trips will not count as an absence as long as arrangements are made in advance with Mrs. Koby and at work. A Planned Absence Request Form should be filled out.

College visits taken on an ICE class day will count as an absence in the ICE class.

5. Those absences that require advance notice (vacations, appointments, funerals, etc.) should be dealt with as soon as possible by requesting/notifying the appropriate persons. Students are to follow their particular training station guidelines for requesting time off and must notify Mrs. Koby as well. A Planned Absence Application form must be completed and signed by all parties. This form is in the Sample Forms section or you can obtain one from Mrs. Koby.
6. If you are not employed nor have a positive job lead by the end of the second week of school, special arrangements will be made for you such as returning to the sending school for a full day schedule or choosing another program within the New Castle Area Career Programs. **You must be employed somewhere by Friday, September 3.**