

# Patoka Valley CTE Cooperative

1520 St. Charles St. | Jasper, IN 47546 | PHONE: 812.482.7662



## Attendance Policy

An absence will be considered EXCUSED if any of the following criteria are met:

1. The student has authorization in writing from a licensed person in the legal or medical profession.
2. Death in the immediate family.
3. Special situation as determined by the Principal or his/her designee.
4. Any absence that is excused per Indiana Code 20-33-2.
5. A parent phone call or signed note by the parent excusing the absence; **limit 5 parent call-ins or parent notes per semester. (Note: Only parent calls and/or notes will reset at the end of first semester.)** Any absence after that must be covered by numbers 1, 2, 3, or 4 listed above, or will be considered an unexcused absence.
  - If the school does not receive a call, a phone call may be made to inquire and confirm the need to be absent. If the cause for the absence is within the above-mentioned regulations, the student will be given an excused absence.
  - Once a student is reported as a habitual truant, all future absences must be certified by a legal or medical professional.

An UNEXCUSED absence is any absence not covered by numbers 1, 2, 3, 4, or 5 above.

## Attendance Contract

Students enrolled in a Patoka Valley Career and Technical Cooperative program must abide by the above mentioned attendance policy. Any student who has more than 5 unexcused absences in a semester may be removed from the cooperative program. If a student is removed from a Patoka Valley CTE Cooperative program, the student will attend their home school for the entire day and not receive credit for the cooperative program.

I understand and agree to abide by the attendance policy and contract mentioned above.

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Student Name

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Guardian Signature