



## Tri-County Opportunities Industrialization Center (OIC) Attendance Policy

**Policy Title:** *Attendance Policy*

**Date Issued:** *August 3, 2016*

**Date Reviewed:** *July 13, 2020*

### 1. PURPOSE & PHILOSOPHY

The purpose of the *OIC Attendance Policy* is to give staff and students guidance on their responsibilities and expectations for high quality and effective instruction supported by the student's maximum classroom (face-to-face and remote) attendance and participation.

### 2. STUDENT PARTICIPATION

In addition to regular attendance, students are required to participation in instruction through active listening, completion of assignments, requesting help, and learning support as need.

### 3. ON SITE STUDENT ATTENDANCE EXPECTATIONS

The expectation for on-site, face-to-face students are:

- Attend face-to-face class as scheduled
- Arrive to class on time
- Remain in class for the full classroom session
- Participate in classroom learning
- Contact OIC or your instructor if you expect to be late for class
- Contact OC or your instructor if you cannot attend class

### 4. REMOTE STUDENT ATTENDANCE EXPECTATIONS

- Attend remote class as scheduled
- Log into remote class session on time
- Remain logged in for the full remote classroom session
- Participate in remote classroom learning

- Contact OIC or your instructor if you expect to be late for your remote class
- Contact OC or your instructor if you cannot attend your remote class

Staff understands that you may have legitimate reasons for not attending your face-to-face or remote class sessions. In those instances, you must notify your instructor that you will be unable to attend class. However, you may not arbitrarily miss class without consequences, as explained below.

Face-to-face class sizes have been reduced significantly because of the COVID-19 pandemic. OIC is practicing social distancing and other safety measures at all our face-to-face site locations. These restrictions limit the number of students who can participate in face-to-face classes.

Students who exhibit excessive absenteeism will be referred to the case manager for barrier support pupil services to address excessive absenteeism. Students will be required to follow their corrective action steps as given by the case manager.

***If your attendance remains unsatisfactory, you will be asked to take a leave of absence from class until you are able to participate fully in your instruction. When you can follow the attendance policies you will be allowed to return to face-to-face instruction if classroom student capacity has not been reached.***