

ATTENDANCE POLICY

Chicago Tutoring Connection expects the following from students:

- Attend ALL sessions
- Be ON TIME – sessions start at 6:00 pm
if you arrive to the session after 6:30 pm you will either be allowed in without attendance credit OR you have the option of returning home (either way you will not receive credit for attending AFTER 6:30 pm)

If your tutor can't make a session and the two of you don't reschedule for a different day of the week, this does not excuse the student's absence—you are still expected to attend and work with another adult leader

- If you must miss a session, contact your tutor in advance to let him/her know you will not be attending, and call Chicago Tutoring Connection at 312.690.4235—you must call BOTH in order for it to be an excused absence

Any student (or volunteer) that signs into the program on a Tuesday or Wednesday session night after 6:30 pm is considered late and will be allowed to remain for the night, BUT the attendance will not be credited.

Any student (or volunteer) who drops below 70% attendance during any term will be placed on probation in the program for the next term and will be notified (with an option to meet with a staff or coordinator to discuss the situation). The attendance for the next term must meet or exceed the program attendance expectation of 80%. Any student (or volunteer) that drops below 60% in any term will be made inactive in the program and will have an option of rejoining the program at a later date.

How is the attendance rate determined?

The attendance rate is the total number of days you attended Chicago Tutoring Connection divided by the total number of days tutoring was offered each term. For example: if you attended CTC 7 days in one term out of a possible 8 days, your attendance rate would be $7/8 = 85\%$.