

# Attendance

The **Indiana Compulsory Attendance Law IC 2033227** states that it is unlawful for a parent to fail to ensure that their child attends school. This is considered **Educational Neglect**. This ruling requires schools to report to the Department of Child Protection Services, who will refer the case to Juvenile Courts. These agencies may be called as a LAST EFFORT to meet with parents to eliminate trancies and excessive absenteeism when school's efforts are not successful.

The policies will be applied to students (K - 12) exhibiting Habitual Truancy. A student is habitually truant when the student is chronically absent, by having unexcused absences from school for more than (10) days in (1) school year.

## **Student Absences**

It is the responsibility of the parent/guardian to call the school before 9:00 am if their child will be absent that day, and send with their child a follow-up note when the child returns to school. If the child is absent and the parent/guardian has not called the school, a staff member of the school will make a reasonable attempt to contact the parent/guardian by phone.

**An absence without reason is considered truant.**

If it is known that a child will be absent for an extended period of time, the parent/guardian should state this information at the time of their 1<sup>st</sup> call. The parent need not call again if the child is absent during the reported amount of time. If, however, the time is extended, the parent **MUST** notify the school.

**ALL** students **MUST** present a written excuse after any absence. The written excuse should state the student's name, date of absence(s) and reason for the absence. If a child is absent due to illness **more than three (3) days in a row**, a physician's note stating the illness, the recommendation to stay home and the date the student is allowed to return to school, should be submitted when the child returns to school. Failure to follow these procedures could result in your child being sent home, which could incur an additional absence.

Students who are absent six (6) or more days per quarter, eleven (11) or more days per semester and twenty (20) or more days per school year, are considered excessively absent. Continued absences may result in the student being retained in that grade. A parent conference will be required after six (6) or more absences in the quarter.

**Excused absences** are recorded for students who miss school because of the following reasons: (Parents are asked to send a note to school with their child to confirm nature of absence)

- Personal illness or quarantine
- Bereavement
- Serious family illness or emergency
- Observance of a major religious holiday
- Other exceptional reasons approved by the Director

Full credit will be given for work assigned by the teacher and completed by the student within a reasonable amount of time after returning to school. If the absence is for any other reason than those listed above, it is considered an unexcused absence and teachers are not required to provide special assistance and homework is still required to be completed.

## **Tardiness**

Tardiness is disruptive to the educational process and is inconsiderate to both teachers and other students, therefore, it is imperative that students are punctual. **A student is considered tardy when he/she arrives to class after 8:00 am.**

The following policy will be applicable to all students:

- **3 Tardy Arrivals within One Calendar Month** – Student will be given a warning and the parent/guardian will be contacted
- **4 Tardy Arrivals within One Calendar Month** – Student will be given a temporary dismissal and sent to the hall sweep for the first hour
- **5 Tardy Arrivals Within 1 Calendar Month** – Student will receive a one day suspension

(The hall sweep will start at 8:10 a.m. Students who are entering the building or walking the halls without a pass will be sent to the cafeteria and will remain in the cafeteria for the entire first period. Students will have the responsibility of obtaining work from their first hour teacher and turning it in within 24 hours. After receiving three hall sweeps, the parent will be contacted and the student will receive a one day suspension).

***\*\*Continuous Infractions of This Policy May Result In Expulsion***

## **Early Dismissal**

No child is allowed to leave the building or playground during school time unless a parent, guardian or an adult accompanies him from the school. All-day attendance is important for every student, every school day. If it is known in advance that an early dismissal is absolutely necessary, **parents must send a written note to the classroom teacher.** Children who leave early must be picked up in the school office. There will be no early dismissal before 3:00 pm on Mondays, Tuesdays, Thursdays and Fridays and no early dismissal before 1:15 pm on Wednesdays. Once students are dismissed they may not reenter the building. Early dismissal will be allowed only in rare circumstances.