

ATTENDANCE

GENERAL:

This policy will provide guidelines in accordance with the state law.

The Principal shall have the exclusive jurisdiction in determining the classification of excuses and penalties for absence or tardiness.

Every child of compulsory attendance age as specified by Indiana Code, is required to attend school unless there is on file in the Superintendent's office a physician's statement that the student is physically or mentally unable to profit from the services offered by the school.

A recalcitrant child or a child that presents a danger to other children may be excluded from school.

If a child has had a casual-contact communicable disease, (i.e. measles, mumps, chickenpox etc.) or is infested with parasites, he/she will not be readmitted to school until examined and approved by the school nurse or until a permit is provided by a doctor with an unlimited license of medical practice, as provided for under I.C.25-22-5-01. The nurse may recommend, if appropriate, that the family physician be consulted prior to being readmitted.

After five consecutive absence days, a permit provided by a doctor with an unlimited license of medical practice is required before the child will be readmitted to school unless the school nurse has previously verified that the absence is due to a casual-contact communicable disease.

ELEMENTARY STUDENTS

Attendance for elementary students will be monitored daily. When the number of absences becomes excessive, students will be conferenced and parents will be notified.

When a student is absent, an excuse prepared by the parent/guardian is required for each absence period. The excuse should explain the nature of the absence.

Excused absences include the following:

- A. Student illness.
- B. Death in the immediate family.
- C. Exhibiting a 4-H project at the State Fair.

- D. Attending a church-sponsored religious holiday with a written request from church minister prior to the event.
- E. Hospitalization of the student.
- F. Family days.
- G. Other justifiable reasons with prior approval by the administration. The Superintendent will be advised of any exceptions to the above policy.

All other absences are considered unexcused.

Upon three (3) unexcused absences, a documented contact will be made with the parents through a letter or telephone conversation.

Upon the fifth (5th) unexcused absence, a conference with the student, parent, and administration will be held. The conference will deal with the problem, possible solutions, and future consequences if the problem is not resolved. If the parent refuses the conference, the student will be suspended in school until a conference has been held.

JUNIOR-SENIOR HIGH SCHOOL STUDENTS:

- A. General Statement: The first step to success in school is getting there. It is an obligation of student, parent and school authorities to insist upon good attendance.
- B. Excessive Absence Procedure: Any student who is absent more than eight (8) days or more than eight (8) class periods in a specified course within a semester shall be considered excessively absent and will not receive credit for each class that is affected. This provision shall apply to all absences with the exception if absence due to death in the immediate family (parent, grandparent, brother or sister) or student illness adequately verified in writing by a doctor's statement.

In addition, any student who is absent more than sixteen (16) days in a semester for any reason shall be considered excessively absent and shall not receive academic credit.

Any student who loses course credit due to excessive absences may file an appeal for reinstatement of credit to the appeals committee. The appeals committee will consist of Principal, Assistant Principal, Guidance Counselor, and one teacher.

C. Guidelines: (based on per semester accounting)

(1.) **Excusable Absence:** The following absences will be excused providing that the student follows the proper procedure where indicated:

- (a) Student Illness.
- (b) Death in immediate family.
- (c) To visit admissions office of a post high school educational institution.
- (d) To exhibit a 4-H project at the State Fair.
- (e) To attend church-sponsored religious holidays with a written request from church.
- (f) To interview for employment.
- (g) To help at home of a parent or guardian in emergency situations.
- (h) To take a driving test at the license branch.
- (i) To appear in court due to a subpoena or to attend an appointment with a probation officer.
- (j) To work for a political candidate during an election or as an election official.
- (k) To serve as a page in the General Assembly.
- (l) To serve up to ten (10) days active duty in the Indiana National Guard.
- (m) Family Days.
- (n) Other justifiable reasons as determined by the building principal. The Superintendent will be advised of any exceptions to the policy.

(2.) **The following absences WILL NOT BE excused regardless of parental knowledge or consent.**

- (a) Truancy.
- (b) Suspension from school.
- (c) Employment other than (1) (g).
- (d) Leaving school without school permission.
- (e) Babysitting.
- (f) Oversleeping and/or missing the school bus.

(3) The building principal will develop procedures to notify the students and parents of accumulated absences. Excessive absences could result in a recommendation for expulsion of the students, especially when continued attendance will not give the student course credits.