

## **ATTENDANCE POLICY**

The Southwestern Consolidated School Corporation believes that regular school attendance is essential to academic and personal growth for all students. The state of Indiana also places school attendance at the top of its priorities, as expressed in the Compulsory Attendance Statute I.C. 20-8.1-3-17. Per the Indiana Law, it is the responsibility of a parent or guardian to ensure students are in school each day. We do recognize that illness, family emergencies, and learning opportunities outside of school will occur from time to time. With these issues in mind, we have adopted the following guidelines regarding school attendance.

### **ATTENDANCE GUIDELINES**

1. **If your child is absent, please call the school (317.729.5320) by 9:00 AM each day they are absent.** If you are unable to make a phone call, please send a handwritten note upon their return to school explaining the absence.
2. If your child needs to be absent from school for a non-school sponsored state, multi-state or national competitions, or other extended period of time, please get approval from the school principal at least one (1) week in advance. Family vacations are not considered for excusal, and will be marked as an unexcused absence.
3. Students are allowed **ten (10) unexcused absences** each year.
4. Following an excused absence, teachers will work with students to ensure missed work is made up. Parents can pick up work in the office for their child, if pre-arranged with the teacher. Students may not receive academic credit for work missed during an unexcused absence, but the work must be completed so students understand and are able to complete future assignments.
5. Please send a note with your student if you plan to pick your child up early for any reason.
6. Tardies are recorded when a child arrives late or leaves early from a class or from school.
7. If a student leaves school for the day, and it is before 2:00 pm, a half-day absence will be recorded.
8. If a student arrives before 10:00 AM, or leaves after 2:00 PM a tardy will be recorded.
9. If the corporation nurse sends your child home due to illness, the absence will be excused. If the corporation nurse deems your child needs to stay home a subsequent day, it will also be excused.
10. If a student is absent from school, or is unable to complete the last half of a school day due to illness, they will not be permitted to participate in or attend **extracurricular activities** later in the same day.

### **EXCUSED ABSENCES**

Examples of an excused absence are as follows, but are not limited to the list:

1. Illness or injury **accompanied by a doctor's note.**
2. Illness or injury that results in the corporation nurse sending a student home.
3. Death of a member of the household or immediate family.
4. Religious observations.
5. Military examinations and/or service.
6. Medical/Professional appointments during school hours.
  - Must be accompanied by a 'Notice of Appointment'.
  - Must contain: Name of student, date and time of appointment, return to school date, any limitations.
  - Must be in the original form from the agency/medical office.
  - If it is a recurring visit, i.e. weekly or monthly, please have the agency/medical office document that.
7. Prearranged personal absence- approved by building principal at least one (1) week in advance

## UNEXCUSED ABSENCES

Include, but are not limited to:

1. Illness *without* a doctor's note.
2. Over-sleeping (with or without Parent phone call)
3. Chores at home (any and all)
4. Driving violations (traffic stops)
5. Missed the bus, unable to find a ride, car trouble.
6. Other absences that the school deems reasonably unacceptable.
7. Family Vacations
8. If a student calls or texts parent/guardian to be picked up because of illness without seeing the nurse and does not see the nurse beforehand

## TARDIES TO CLASS/SCHOOL

A tardy will be assigned to an Elementary student if...

1. A student arrives at school after 8:10 am but before 10:00 am.
2. A student leaves school for an appointment, but returns to school the same day.
3. A student leaves school after 2:00 pm.

Attendance Action Plan	
The following steps outline a proactive attendance action plan that will encourage proper school attendance and also provide community support to help families fulfill the compulsory attendance law.	
<b>3 Unexcused Absences</b>	Attendance officer sends letter home notifying parent/guardian of 3 UE absences.
<b>5 Unexcused Absences</b>	Attendance officer sends a letter home and makes phone contact with the parent/guardian.
<b>7 Unexcused Absences</b>	Attendance officer sends letter home, makes phone contact with parent, refers case to community partners such as the Youth Assistance Program and Firefly (formerly the Children's Bureau).
<b>8 Unexcused Absences</b>	Attendance officer sets up a meeting with parent/guardian, community partner, School Resource Officer, and Department of Child Services. Referral to the Department of Child Services may be made for educational neglect.
<b>10 Unexcused Absences</b>	After proactive and the failure of student to improve attendance, Attendance officer will file Truancy Affidavit and Referral Form to Shelby County Probation Department.

\*Administration may utilize the School Resource Officer to conduct wellness checks on students who are habitually absent.