

Section II: Attendance

Attendance Policy

A student's attendance is essential to learning. Learning includes not only factual subject matter, but also attendance habits, work habits, and attitudes. Irregular attendance interrupts the educational process by impeding the continuity of the lessons presented and the students' ability to establish proper work habits. Whether the goal is the work force or post-secondary education, students need to come to school every day and benefit from interaction, discussion, and teacher support available during class time. **Every absence has the potential to interrupt the student's understanding of the material being presented.** NOTE: For absences related to COVID-19, please refer to Appendix N

The responsibility for a student to be present in school rests with the student and his/her parent(s)/legal guardian(s). The school will assist the parent(s)/legal guardian(s) and student in this responsibility. The cooperation of the student, the parent(s)/legal guardian(s) and the school is essential in providing a firm framework for the student to achieve the fundamental foundation of regular attendance.

IC 20-33-2 Compulsory School Attendance

Sec. 27 (a) It is unlawful for a parent to fail to ensure that the parent's child attends school.

It is the responsibility of the parent(s)/legal guardian(s) to inform the school of changes to their contact information. Current contact information is critical in the school's efforts to work together with families to ensure student academic success.

HOW TO REPORT AN ABSENCE (PARENTS AND/OR LEGAL GUARDIANS)

It is the responsibility of the parent(s) and/or legal guardian(s) to notify the school regarding their student's absences. The attendance line (765-588-2222) is available 24 hours a day, seven days a week. The attendance line is available in English and Spanish. If a parent/guardian tells the district/school that a student is ill, the district/school may ask the parent/guardian whether the student is exhibiting any symptoms of COVID-19.

Parent(s) and/or guardian(s) should contact Student Services at any time between the hours of 7:45 am and 3:45 pm with questions or concerns regarding their student's attendance.

Reporting Absences

1. To report absences, parents or legal guardians need to call the school on the day of the absence before 9:00 a.m. giving the reason for the absence. (attendance hotline (765) 588-2222) If a phone is not available, parents should send an explanatory note with the student when he/she returns to school. Those whose parents have called reporting the absence need not report to the office but should report directly to class. A student returning to school during the day should report to the Main Office.
2. Extended, pre-arranged absences that exceed three (3) days or occur during the final week of the semester will require a parent/guardian to complete an Extended Pre-arranged Absence Form. The student will take the form (prior to the occurrence of the absences) to all of his/her teachers to make arrangements to make up the work.
3. Appointments: Permission to arrive late or leave school during the day for medical or dental appointments will be granted by sending a note to school or calling the school office.
4. For extended illnesses of two or more days, homework may be requested by calling the school receptionist at (765) 772-4750 by 8:30 am. Homework will be made available by 3:30 pm the day of the call.
 - a. Students will not be held responsible for making up assignments or tests on the day following an absence. Students are responsible for contacting the teacher to schedule make-up work.
 - b. If assignments are not picked up as scheduled, if a student returns to school before assignments are picked up, or if assignments

are not completed and returned to the teacher, this service will not be available to the student during future absences.

Special Types of Absences

5. If a student is suspended out-of-school, parents may pick-up assignments in the office twenty-four (24) hours following the suspension. The student must complete the assignments by the time he/she returns to school.
6. Students may be granted permission to go home for lunch on a regular basis only after written request is received from the parent and permission granted by the appropriate administrator.

Full Day Absences

- It is recommended that the parent(s)/guardian(s) call the day of the absence to avoid receiving an absence verification call from the school.
- A call must be made within 6 school days of the absence in order to prevent the absence from being classified as truant.

Partial Day Absences

- A call to legally release a student must occur **before** the student leaves the building.
- Calls must be made at least two hours prior to the student's departure.
- Students must check in to the Main Office when returning from an appointment.
- In **emergency situations** where departure is unplanned, a parent(s)/guardian(s) will need to come to the Main Office to release the student.

Late Arrival

- Students arriving late to school or class must report to the Student Services Office for a tardy admit before proceeding to class.

Parent(s) and/or guardian(s) and students will be informed of attendance issues and concerns through:

PowerSchool – <https://powerschool.lsc.k12.in.us/public/> PowerSchool link
School Messenger– automated call system – will notify you of your student's non-reported absence or tardy
Email – parent(s)/guardian(s) can request attendance reports be sent via email through PowerSchool
Parent Notices – written notification is provided to parents when students have accumulated 6, 9, or 12 absences

EXCESSIVE ABSENCES (NON-EXEMPT OR TRUANCY)

The following interventions and/or consequences may be used at any time to address the needs of students who have missed classroom instruction due to excessive (non-exempt and/or truanancies) absences.

Tiers	Interventions	Consequences
Tier 1 (1) Class truancy, 1-5 non-exempt absences)	<ul style="list-style-type: none"> • Notification of truancy to parent • Conference with student 	<ul style="list-style-type: none"> • Zeros for work missed due to truancy • Detention
Tier 2 (2-8) class truanancies, 6-11 non-exempt absences)	<ul style="list-style-type: none"> • Attendance Education Class • Conference with student • Conference with parent 	<ul style="list-style-type: none"> • Detentions • Friday School • Saturday School • In School Suspension

		<ul style="list-style-type: none"> • <i>Out of school suspension</i> • <i>Restriction of privileges</i>
Tier 3 (9+ class truancies, 12+ non-exempt absences)	<ul style="list-style-type: none"> • <i>Attendance Contract</i> • <i>Conference with student</i> • <i>Conference with parent</i> • <i>Referral to community support agency</i> • <i>Uniform Notice of Offense referral to Tippecanoe County Youth Services for attendance intervention.</i> 	<ul style="list-style-type: none"> • <i>Uniform Notice of Offense referral to Tippecanoe County Youth Services for attendance intervention.</i> • <i>Possible referral to Child Protective Services</i> • <i>Loss of Work Permit</i> • <i>Loss of Driver's License</i> • <i>Credit denial</i> • <i>Detention</i> • <i>Friday School</i> • <i>Saturday School</i> • <i>In School Suspension</i> • <i>Out of school suspension</i> • <i>Attendance education class</i> • <i>Restriction of privileges</i> • <i>Expulsion Agreement</i>

ATTENDANCE PROCEDURES

A. Definition/Clarification of Types of Absences

1. "Exempt" absences will be marked on the record as "Absent-Exempt." "Exempt" absences will need to be verified by official documentation. Parents must report the absence and submit official documentation within **six (6) school days** of return to school in order for the absence to be classified "Exempt." "Exempt" absences will be granted for:
 - a. Personal illnesses requiring a doctor's care. Documentation from a currently licensed medical doctor is required.
 - b. Death and funeral of members of the household and family. Documentation from funeral home is required.
 - c. Religious observances.
 - d. Work rendered at election polls on Election Day. Documentation from election board or political candidate is required.
 - e. Appointments to appear in court. Documentation from the court clerk, judge, or designee is required.
 - f. Medical or dental appointments that must be scheduled during the school hours. Documentation from a currently licensed medical doctor or doctor of dentistry is required.
 - g. Out of School suspensions.
 - h. A unique educational opportunity approved by the principal
 - i. For absences related to COVID-19, please refer to Appendix N
2. Students will not be counted absent if they miss school while engaging in the following activities.
 - a. Serving as a legislative page. Documentation from the legislator for whom the student paged is required.
 - b. School-sponsored activities requiring an absence (i.e. field trips, performances).
3. An absence for which no parent/guardian confirmation is received or is without the knowledge of the parent/guardian is considered truancy.
4. Students will be marked as tardy from 8:00-8:20. A student who arrives at school after 8:20 will be considered truant from 1st period, unless that student provides a doctor's note from an appointment or the school receives a call from the parent.
5. Absences not covered in (1.) or (2.) above will be marked on the record as "Absent Non-Exempt". Absences that are not confirmed with the appropriate documentation will be marked on the record as "Absent Non-Exempt" instead of "Absent-Exempt".
6. An absence from school for which the student has not received permission from their parent is considered a truancy. An absence from a class for which the student has not received permission from a teacher or school official is considered a truancy. Students will not be permitted to leave school during the day without permission from the building principal or his/her designee. A student

who leaves the building without the school's knowledge is considered truant.

- Students will not be released during the school day except to the custody of parents or legal guardian unless the parent or legal guardian identifies a designee in writing.

B. Consequences for Non-Attendance:

- After 21 period absences during the semester, a letter will be sent home with the student notifying parents of their child's third (3) absence. "Exempt" absences identified in (1.) and (2.) in Part A of this section does not count toward this total of third (3) absences. A copy of our Attendance policy will be sent with the letter.
- After 42 period absences during the semester, a letter will be sent to the parent/guardian notifying them of their child's sixth (6) absence. "Exempt" absences identified in (1.) and (2.) in Part A of this section does not count toward this total of six (6) absences. Students will also be required to attend the **Truancy Education Class**.
- After 63 period absences during the semester, a letter will be sent to the parent/guardian notifying them of their child's 63rd period absence and **Uniform Notice of Offense referral to Tippecanoe County Youth Services for attendance intervention may be filed**. "Exempt" Absences identified in (1.) and (2.) in Part A of this section do not count toward this total of nine (9) absences.
- After twelve (12) days of absences during the school year, a certified letter will be sent to the parent/guardian notifying them of their child's twelfth (12) and a **Uniform Notice of Offense referral to Tippecanoe County Youth Services for attendance intervention may be filed**. "Exempt" absences identified in (1.) and (2.) in Part A of this section does not count toward this total of twelve (12) absences.

C. Consequences for Truancy:

- An absence for which no parent/guardian confirmation is received or is without the knowledge of the parent/guardian is considered truancy. An absence from a class for which the student has not received permission from a teacher or school official is considered a truancy as well.
- The first class and/or daily truancy will result in student counseling, parent contact being made by the counselor, and the possibility of additional school consequences.
- Once a student has accumulated 63 period truancies/absences, a **Uniform Notice of Offense referral to Tippecanoe County Youth Services for attendance intervention may be filed** in addition to other school consequences.

Tiers	Interventions	Consequences
Tier 1 (1-3 Tardies)	<ul style="list-style-type: none"> Automated call home advising of tardies Conference with student Conference with parent 	<ul style="list-style-type: none"> Warning Detentions
Tier 2 (4-12 Tardies)	<ul style="list-style-type: none"> Attendance Education Class Automated call home advising of tardies Conference with student Conference with parent School Court 	<ul style="list-style-type: none"> Detentions Saturday School In School Suspension
Tier 3 (13 + Tardies)	<ul style="list-style-type: none"> Attendance Contract Automated call home advising of tardies Conference with student 	<ul style="list-style-type: none"> Detentions Out of School Suspension Saturday School

	<ul style="list-style-type: none"> • Conference with parent • School Court • Attendance small groups 	<ul style="list-style-type: none"> • In School Suspension • Suspend pending
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TARDY PROCEDURES:

A. Definition/Clarification of Tardy

1. In order for a student to be on time for a class, he/she must be in the classroom when the bell rings. A student who is not in the classroom when the bell rings is tardy.
2. A student is tardy to school if he/she is not in class at 8:00 am

B. Consequences for Tardies:

A student is tardy if they are not in their first hour class by 8:00 am. Students arriving after 8:00 am must report to the Student Services Office for a tardy admit. Students not in their classroom before the tardy bell rings for periods 2-7 must also report to the Students Services Office for a tardy admit. After the fifth tardy, excused or unexcused, a conference with a counselor will be scheduled. Students accumulating 4 or more tardy passes during a nine-week period may receive a detention, Saturday school, in-school suspension, or out-of-school suspension in accordance with the frequency of tardiness coupled with their response from previous intervention. during a nine week. Tardies will reset at the end of each nine-weeks.

C. Parent and Student Procedures:

1. When a pupil is delayed at home, his/her parents should send a note or call explaining the tardiness.
2. Students who come to school after 8:00 am should report to the Student Services Office to receive a pass.
3. When students are delayed between classes by school personnel, they should obtain a regular student pass to the next class. The office staff will issue no passes.