

ICHS Attendance Policy

The School Board Requires all students enrolled in the schools of this Corporation to attend regularly in accordance with the laws of the State. The Corporation's educational program depends on the consistent presence of all students to achieve continuity of instruction and a successful educational climate. Attendance is recorded each period. **It is the parents' responsibility to call the school's attendance office at 317-878-2111 the day of the absence of their child. This telephone number is available 24 hours a day, seven days a week. The voicemail system will record a message if the attendance secretary is unavailable. All absences will be considered unexcused until reported by the parent or guardian.** An automated attendance dialer will be used to verify student absences. **If the attendance office does not receive a call, note, or fax within two days of the student's return, the absence will be considered unexcused which may be determined as truancy.** Students will be permitted to return to class after an absence with an admit slip. However, all late-arriving students (tardy) must check in with the attendance office.

LOST INSTRUCTION TIMELINE

Late Arrival – Student who crosses the threshold of the school after the designated start time: 8:10 a.m. at ICHS.

Lost Instructional Time – Students who miss less than 2 hours of instructional time throughout the day.

Half Day – Student missing between 2 and 3 hours of instructional time within a school day.

UNEXCUSED/UNACCEPTABLE ABSENCE UNTIL ACCEPTABLE VERIFICATION RECEIVED

Death of an immediate family member

- Obituary or Funeral Home Bereavement Card signifying family relationship.

Hospitalization and / or Quarantine

- Written notification from a competent physician.

Professional Appointments (i.e. Medical, Dental, Vision Appointment)

- Notice after appointment must be submitted within 30 calendar days to the office.
- Student name must be identified as the one seen by the professional.
- The date and time of the appointment must be documented by the professional.
- The date of return must be documented by the professional.
- Expected limitations and duration must be documented by the professional when applicable.

Physical or Mental Incapacitation

- Official Letter of Incapacitation signed by a competent Physician.
- Physician must indicate start and projected end date of the Letter of Incapacity.
- Physician must indicate student's diagnoses and symptoms specific to the Letter of Incapacity.

Required Court Attendance

- Written court documentation of court appearance.

Incarcerations

- Written court documentation of detainment from a Juvenile Justice Representative.

Observance of a Recognized Religious Holiday

EXCUSED/ACCEPTABLE ABSENCES

1. Unexcused absences in which acceptable verification has been received.
2. The day of, and the day following, a student being sent home by the school clinic.
3. Out-of-School-Suspension
4. Exempt by Statute
 - a. Service as a Page or as an Honoree of the General Assembly
 - b. Service on Precinct Election Board or for Political Candidate or Parties
 - c. Witness in Judicial Proceeding
 - d. Educationally Related Non-classroom Activity

UNEXCUSED/UNACCEPTABLE ABSENCES

1. Any absence in which acceptable verification has not been received.
2. Truancy – A student who has lost instructional time without the knowledge of the parent/guardian.
3. Pre-arranged or unreported absences; i.e., vacation.

CONSEQUENCES

1. Warning Letter: Sent by the school when a student has missed an accumulation of 7 days of unexcused instructional time.
2. Official Notice: Sent by the school when a student has missed an accumulation of 10 days unexcused instructional time.
3. Parent Meeting: Once the student has accumulated 12 days of unexcused instructional time. A meeting will be requested with the parent. An attendance contract will be developed and sent to the parent. If not followed the family is in complete understanding of the attendance office filing truancy charges with the Johnson County Juvenile Probation Department.
4. Probable Cause Affidavit will be submitted to the Johnson County Juvenile Probation Department, when a student has missed more days than the allowable amount based on the attendance contract signed during the parent meeting.
5. Exceptions: If school officials feel a referral to this process is warranted, prior to the 10 mark, this should be staffed on a case by case basis with Chief Probation Officer, Suzanne Miller.

Loss of Instructional Time/Tardiness

- The prompt arrival of students prepares them for success the entire day. Students who report late to school must check in at the main office to obtain admittance to the building.
- When a student has reached his/her seventh (7th) occurrence of lost instructional time less than 2 hours, a two (2) hour detention will be assigned to the student.
- When the (10th) occurrence of lost instructional time less than 2 hours, the school will send notice to the parent informing them of their students attendance. A two (2) hour detention will be assigned to the student.
- Upon the (12th) occurrence of lost instructional time less than 2 hours, the student will be assigned a two (2) hour detention.
- Any occurrence of lost instructional time less than 2 hours beyond 12, administration will determine consequences.
- Instruction is taking place throughout the entire school day. Teachers teach up to and until the last five (5) minutes of the day. Students who are picked up before the five-minute-to-dismissal announcement will receive a Tardy-Left Early designation. This category of tardy will count the same as a tardy at the start of the school day.

TARDINESS TO CLASS

Students should be in their respective rooms when the last bell rings to begin class. A student who is not on time will be informed and counted tardy by the teacher. If there is a valid reason for the student being late, such as being held late in another class, illness, etc., then a pass by the teacher in the preceding class must be sent with the student. A student habitually tardy to their first period of the day will lose the privilege of driving to school.

TRUANCY

Truancy is an absence from school or class without the knowledge or consent of the parent/guardian and the school, or an absence from school where there is an attempt to evade the State Attendance Law. Truancy is an unexcused absence from school. A student is considered to be a habitual truant when three (3) or more acts of truancy have accumulated in a year. If a student of at least 13 years of age is a habitual truant, the student's name will be reported to the Bureau of Motor Vehicles in accordance with state law IC 20-33-2-11 in addition to other penalties set out in this policy. Truancies, which occur anytime during the school day (usually 8:15 a.m. to 3:20 p.m.) constitute one incident. However, the length of time a student is truant during one school day will be considered in determining the appropriate sanctions. No more than one incident of truancy will accrue in a single school day. Truancies are counted by the regular school year.

If a student voluntarily ceases to be truant and returns to school such may be considered in mitigation of punishment.

The following procedures will be used when truancy occurs:

1. First incident – First day of truancy whenever it occurs:
 - a. Parents/guardians will be notified by phone as soon as the truancy is verified and a conference with the student will be conducted.
 - b. The students will be counseled and assigned one (1) Friday Extension (3:30 p.m.-6:30 p.m.).
2. Second incident – Second day of truancy whenever it occurs:
 - a. Parents/guardians will be notified by phone as soon as the truancy is verified and a conference with the student will be conducted.
 - b. The student will be assigned one (1) day of In-School Suspension (ISS).
3. Third incident – Third day of truancy whenever it occurs:
 - a. Parents/guardians will be notified by phone as soon as the truancy is verified and a conference with the student will be conducted.
 - b. The student will be assigned three (3) days of In-School Suspension (ISS).
 - c. The county juvenile office will be contacted. (The student is now a habitual truant by Indiana Code.) The juvenile justice office will be contacted only if the student is under eighteen (18) years of age or is an unemancipated student.
 - d. If age appropriate, the Indiana Bureau of Motor Vehicles will be contacted and the driver’s license invalidated for at least 120 days as per Indiana Code (IC 9-24-2-1 *second version*).
4. Fourth incident – Fourth day of truancy whenever it occurs:
 - a. Parents/guardians will be notified by phone as soon as the truancy is verified and a conference with the student will be conducted.
 - b. The student will be considered for expulsion as a habitual truant.
 - c. The county juvenile probation office will be notified, if age appropriate.

PERIOD TRUANCY

Skipping class for any reason is a serious offense, and students who skip class are considered to be truant even if they are present in the school building. Failure to report to any one class throughout the school day will be considered a “period truancy.” Students who arrive unexcused at school after the first half of the first class period will be considered to be truant for the period. Once a period truancy has been verified, the parent will be notified by phone and a conference with the student will be conducted. Period truanancies will result in the following consequences:

1. First incident—First period truancy whenever it occurs:
The student will be assigned (1) two-hour detention.
2. Second incident—Second period truancy whenever it occurs:
The student will be assigned (1) Friday Extension.
3. Third incident—Third period truancy whenever it occurs:
 - a. The student will be assigned (1) day of In-School Suspension (ISS).
 - b. The county juvenile office will be contacted if the student is under (18) years of age or is an unemancipated student. (The student is now a habitual truant by Indiana Code).
 - c. If age appropriate, the Indiana Bureau of Motor Vehicles will be contacted and the driver’s license invalidated for at least 120 days as per Indiana Code (IC 9-24-2-1 *second version*).
4. Fourth incident—Fourth period truancy whenever it occurs:
 - a. The student will be assigned (1) day of In-School Suspension (ISS).
 - b. The county juvenile probation office will be notified, if age appropriate.
5. Fifth incident—Fifth period truancy whenever it occurs:
 - a. The student will be assigned (3) days of suspension at the alternative school.
 - b. The county juvenile probation office will be notified, if age appropriate.
6. Sixth incident—Sixth period truancy whenever it occurs:
 - a. The student will be considered for expulsion as a habitual truant.
 - b. The county juvenile probation officer will be notified, if age appropriate.

ATTENDANCE-SIGN IN/SIGN OUT PROCEDURE

Students arriving after the 8:10 a.m. bell will be considered late arrival and must immediately report to the attendance office and must satisfy the following criteria:

1. Telephone call from parent/guardian explaining the reason for the late arrival.
2. Telephone call from parent/guardian and written appointment explanation if lateness is due to doctor, dental, or optical appointment.
3. Student must obtain a hall pass to be admitted to class if arriving late. A student may be deemed TRUANT if the above criteria are not met.

To **SIGN OUT** students must do the following:

1. Have parent/guardian permission; and
2. Report to the attendance office to be signed-out and dismissed by the attendance secretary, office staff, or school administrator. (Prior request from parents/guardians is included.) A student may be deemed **TRUANT** if all of the above criteria are not met.

ATTENDANCE-FINAL EXAM DAYS

Normal attendance guidelines will be followed during final exams. It is the student's responsibility to make arrangements with his/her teacher to make up any missed final exams due to an absence. Any final that is missed due to an absence, will remain a zero until the student has made up the exam. Students will be given a minimum of the number of days that they were absent to make up the final(s) that was missed.

ATTENDANCE-MAKEUP CLASSWORK

It is the student's responsibility to make arrangements with his/her teachers on the day of return to school to make up missed assignments. Teachers are required to give students a minimum of the number of days that they were absent to make up the work that was missed. However, assignments, including tests, which were assigned prior to the absence and that were due on or before the day the student returns, will be due on the date the student returns to school. If a review day is part of the absence, teachers will allow for the day and the review materials. Students who fail to complete makeup work will receive zeroes.

The matter of daily make-up work is an individual problem between the student and his/her teacher. Students are expected to take an initiative in making up work. Failure to comply with this procedure may result in grade changes.

Students are responsible for making up work missed due to planned or prearranged absence such as a field trip, college day, shadowing, etc. by the time of their return to class. To accomplish this, the following guidelines have been established:

1. Students must ask for the assignments on or before the last day they see the teacher in class before the absence.
2. Any homework due on the day of the absence must still be turned in on time. If this is a problem, it is the responsibility of the student to work out an alternative solution with the teacher.
3. Students must take any quizzes or tests administered on the day of the absence on the day they return to class unless other arrangements have been made. They must also take any quizzes or tests administered on the day of return to class unless the teacher did not tell them it would be given or other arrangements have been made.
4. Teachers should be willing to be flexible if the student shows responsibility and puts forth an effort to make up work.
5. This policy will be consistently followed by all teachers for all students. Incompletes can be issued by a teacher in the case of extenuating circumstances, which have happened in the grading period. Satisfactory arrangements must be made at the end of first semester to make up incomplete work. No incompletes are permitted for second semester grades. An incomplete for the first semester grade must be made up by the end of a two (2) week period, or the grade will revert to an "F".

If a student is absent for two (2) or more continuous days, the parent may request by 9:00 A.M. on the second day, that a homework request form be sent to the student's teachers. The homework will be available for pick-up at the end of the next school day by the parent or designee as determined by the parent. The office will close at 3:30 P. M. for pick-up.

Absence classifications by state law and NHJ policy are listed below. The attendance committee that is made up of the principal, assistant principal, counselors and attendance secretary will review all extenuating circumstances on an individual basis.

SCHOOL-SANCTIONED ACTIVITIES

School-sanctioned activities are exempt from and will not count toward the total number of allowable absences. Some examples of school-sanctioned activities are:

1. Senior and Junior College Days--two (2) approved college visits to college of choice with signature of college official to confirm visit. Days must be preapproved through the attendance office.
2. Seniors not planning to attend college are allowed two (2) days for job interviews or job-hunting, which must be pre-approved through the attendance office.
3. Second semester juniors are allowed one college day or one (1) job hunting day during the second semester. This day must be approved through the attendance office.

(NOTE: All college visitations require written proof of the visitation from the campus representative).

4. School-sponsored field trips.

To serve as a legislative page, honoree in the Indiana General Assembly, help a political candidate or political party on Election Day, or serve on the election board will be an excused absence. A student may be called to active duty in order to serve in the National Guard. Duty for up to ten (10) days in a school year is counted as an excused absence in accordance with IC 20-33-2-17. A prescribed form must be signed, approved, and on file prior to such an absence.

5. The county juvenile probation office will be notified, if age appropriate.

OTHER ATTENDANCE ISSUES

1. Students suspended out-of-school must complete all class-work assigned during their suspension. All class-work will be due upon return to class from the suspension.
2. Students who miss school because of illness should not attend social or extracurricular activities on the day of an absence.
3. Students under eighteen (18) years of age with excessive absences from classes including, but not limited to truancy, tardiness, and suspension will be referred to probationary officials of the juvenile system.

TARDINESS TO CLASS

Students should be in their respective rooms when the last bell rings to begin class. A student who is not on time will be informed and counted tardy by the teacher. If there is a valid reason for the student being late, such as being held late in another class, illness, etc., then a pass by the teacher in the preceding class must be sent with the student.

PREARRANGED ABSENCES

A student may use up to five (5) days per school year for a prearranged absence and be allowed to make up the work. To get a pre-arranged absence the parent and/or guardian must request from the school attendance office a pre-arranged absence form. The parent must state the reason(s) for the absence and sign the acknowledgment that the parent and student realize that the days of absence will count toward the ten (10) day limit of allowable absences per year. The principal and/or his designee will then approve or deny the request. This must be done at least three (3) days before the beginning of the absence. The student is to arrange classroom assignments before leaving and submit completed work when returning to class. There may be times, based on teacher discretion, when assignments must be completed before the student is absent.

SENIOR SKIP DAYS

ICHS does not recognize Senior Skip Days. Any days of absence for this reason will be treated as truancy. Students are required by law to attend school IC 20-8.1-3.