

**Indian Creek Middle School**  
**2023 - 2024**  
**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.

**It is the parent's responsibility to call the school's attendance office at 317-878-2130 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 unverified & unexcused until reported by the parent or guardian.** It is important that these calls happen before 9 am. After 9 am, an automatic call will go out to all students that are absent and unexcused. If the attendance secretary 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.

### **LOST INSTRUCTION TIMELINE**

**Late Arrival** -- Student who crosses the threshold of the school after the designated start time: 8:10 at ICMS.

**Lost Instructional Time** -- Student who misses less than two (2) hours of instructional time throughout the day.

**Half-day** -- Student missing between two (2) and three (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

#### **Administration**

- Administration reserves the right to determine if certain activities will be counted as an excused absence.

#### **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 when a student has missed an accumulation of ten (10) days of unexcused instructional time and/or ten (10) occurrences of lost instructional time less than two (2) hours.
2. **Official Notice** – Sent when a student has missed an accumulation of 15 days of unexcused instructional time and/or 10 occurrences of lost instructional time less than two (2) hours. Parent may be called in to meet with administrator to implement an attendance contract in lieu of a referral to Juvenile Probation or a referral to Juvenile Probation.

#### **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 tenth (10th) tardy, a letter is sent from the school notifying the parent.
- Upon the 15th tardy, the school will send notice to the Family Resource Program for further consideration. School may elect to do an attendance contract at this point.
- 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.

#### **Attendance Awards**

Students that have been in attendance all day everyday will receive a Perfect Attendance award. Students who have not missed more than parts of three (3) days of school shall receive an Outstanding Attendance Award.