

Attendance Procedure Changes - Effective January 3, 2019

December 20, 2018

Dear Students, Parents, and Guardians:

In order to align our attendance procedures with West Clark Community School policies, we will be making the following changes effective January 3, 2019:

1. Parents should call the attendance office (812-246-3391) before 10:00 AM the day of the absence. Calls will be made home starting at 10:00 AM until we reach the parent or guardian.
2. At 7:40 AM, students will only be allowed to enter door A. Students that enter Door A after the 7:40 bell will receive a Late to School Tardy. They will sign a clipboard upon entering and given a pass to give to their first period teacher.

Late to School Tardies

1-2	No Penalty
3-4	Parent Contact, ASL assigned
5-6	Parent Contact, 2 ASL or Social Probation
7-9	Parent Conference, 3 ASL and Social Probation
10 or more	Referral to Clark County Probation, Possible Expulsion

3. Students who arrive to school **later than 8:15** will be counted absent to Block 1.
4. Attendance will be tracked by block. (1, 2, 3, 4) Block 1 includes Blue 1 and Orange 1 combined, Block 2 is Blue 2 and Orange 2 combined, etc.
5. Attendance interventions will go into effect when a student reaches 4 absences overall or when a student reaches 4 absences for a Block. Interventions are as follows:

Attendance Interventions

Number of Absences per block or overall	Type of Absences	Intervention
4	EA or UA (excused or unexcused)	A letter is sent to guardian and the principal will have a conference with the student.

7	EA or UA	A letter will be sent to the guardian requesting a mandatory conference with the principal.
10 or More	EA or UA	A mandatory conference will be held with the principal, counselor, and Clark County Probation Officer.
10	UA	An Affidavit will be filed with Clark County Probation Department. Department of Child Services will be contacted. Work permit and Driver's License will be revoked. Possible Expulsion.

Attendance Notes:

1. Out of School Suspension does not count toward attendance limits.
2. Any absence over 7 days (per semester) will be an unexcused absence unless accompanied by a doctor's excuse.
3. Students who miss excessive days of school due to medical reasons are to provide a **Certificate on Incapacity** within 6 days after it is requested.
4. Doctor's excuses must be turned in within 5 days after the absence.
5. A student is Truant if the parent or guardian is not aware the student is missing school.
6. The Truancy policy is in the Student Handbook.
7. For more information on West Clark's attendance policy, see school board policy 5200 at <http://www.neola.com/westclark-in/>
8. Extra-curricular participants are expected to be at school, on time after games, competitions, or performances.

If you have questions contact me at 812-246-3391 or aeckert@westclarkschools.com

Sincerely,

Al Eckert
Principal
Silver Creek High School