

# Silver Creek High School Attendance Policy

Regular school attendance is vital when seeking a quality education. A day lost in the classroom can never be completely retrieved. Although written work can be made up, nothing can substitute for a student being present to witness and experience his/her lessons from professional teachers. Special techniques, illustrations, and activities used by teachers make daily school attendance critical to the educational process. It is the responsibility of the student and his/her parent(s) or guardian(s) to ensure good attendance. It is the responsibility of the school to enforce the attendance rules established by the West Clark School Board and the compulsory attendance laws of the state.

## PARENT RESPONSIBILITY FOR STUDENT ABSENCE

1. Each student's absence must be reported on the day of absences to the school by the student's parent, guardian, or custodian by 10:00 a.m. The school's phone number to report absences is 812-246-3391. At 10:00 AM we will begin to call to check on students that are absent.
2. Notes from parents will be permitted to excuse students. These notes must be submitted within one (1) day of the students return to school.

## EARLY DISMISSAL

When a student needs to leave school during the school day for a pre-established reason such as a doctor's appointment, funeral, etc., a written notice should be provided to the office in advance, preferably before the school day begins at 7:40 a.m. the morning of the appointment.

A prearranged absence request form is to be completed when an unexpected or unusual circumstance causes a student to be out of school. The principal must approve the absence **in advance**.

## CATEGORIES OF ABSENCES

Absences from school fall into one of two categories:

1. Excused---counts toward the absence limit
2. Unexcused---counts toward the absence limit

Absences may be excused for the following reasons:

1. Death of an immediate family member
2. Medical/dental appointments verified with written physician's statement which cannot be scheduled outside of the school day
3. Court or legal appointments requiring the student's presence- verification required
4. Religious observances-one-day prior notification is required.
5. Education reasons-college visitation, workshops, etc.-one-day prior notification is required.
6. Other special circumstances if prior approval is granted by the principal
7. Pre-Arranged Absence including family vacation must be approved by the principal at least ten (10) school days in advance and may not exceed five (5) school days.

## **STUDENTS MISSING SCHOOL FOR THE FOLLOWING REASONS, WILL BE LEGALLY COUNTED AS “PRESENT”**

1. Serving as page in the legislature or other similar honor----verification required
2. Service in National Guard---verification required
3. Service on precinct election board or as a worker for a candidate or political party---must have parent permission and verify performance of duties
4. Field trips or other out-of-class school sponsored activities---prior approval necessary
5. In-school suspension
6. Mandatory attendance at a court ordered activity---verification required

### **ABSENCES ARE CONSIDERED EXCUSED IF:**

A parent statement (by telephone or written note) explaining the reason is provided to the office upon returning to school. Absence not exceeding 10 days per year. If no note is received by the second day back to school, the absence shall be recorded as unexcused. Example of excused absence: doctor's appointment, illness.

### **ABSENCES ARE CONSIDERED UNEXCUSED IF:**

1. There is no excusable reason given within the specified time limit.
2. The reason for the absence cannot be verified.
3. **The absence required prior approval or notification and the approval was not obtained or notification was not given before the absence.**

### **Expectations of Student Attendance**

1. The student is expected to be in attendance. Attendance is tracked each block (1, 2, 3, 4) of the school day.
2. The school will contact the parent/guardian by phone for all unverified absences. Please contact the school to help verify all absences.
3. **The parent/guardian must provide medical documentation for any absence where the student exceeds seven (7) absences for the semester or the absence will be reported as unexcused. The seven absences would be considered excessive.**
4. The student must be in attendance at least two blocks of the school day or have a doctor's note or approved by the principal or designee in advance in order to participate in **or attend** any afterschool activities.

### **TRUANCY (HABITUAL TRUANT)**

Truancy is absence from school without the parent or guardian's permission. Indiana Code 20-33-2-1 provides that any person, at least thirteen (13) years of age, but less than fifteen (15) who is determined to be a habitual truant, cannot be issued an operator's license or learner's permit under IC 9-24, until the age of eighteen (18). The Board Policy of West Clark Community Schools defines

“habitual truant” as a student who willfully refuses to attend school in defiance of parental or school authority in any one of the following circumstances:

1. Is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year, or
2. Is truant for three (3) separate instances in a period of two consecutive semesters, or
3. Is truant for a total of five (5) days in a period of two consecutive semesters (see “Drivers Licenses” for the other reasons licenses will be denied or revoked, such as a second out of school suspension in a school year, withdrawal from school prior to graduation, or expulsion).
4. The student will be reported to Clark County Probation.

## **TRUANCY CONSEQUENCES**

1st Offense: ASL - 3 days OSS

2nd Offense: 3 days OSS/Parent Conference/Notify Clark County Probation

3rd Offense: 10 days OSS pending expulsion. Referral to Clark County Probation

## **MAKE-UP WORK**

The student will be responsible for obtaining and completing all classwork missed and return within an expected time frame. The general rule is the student will be allowed one-day extension for each day of absence. All make-up work is an important part of the student learning process. Any work missed for any absence, must be made-up. The classroom teacher may give a penalty for late made-up work.

## **ATTENDANCE INTERVENTIONS (per semester)**

### **Four (4) Absences**

A letter will be sent to parent/guardian to notify them of the four absences.

### **Seven (7) Absences**

1. A letter will be sent to parent/guardian to notify them of the seven absences.
2. Parents should contact the school **within 5 days to set up a conference with the building principal and guidance counselor.**
3. Students will be placed on “Doctors Excuse” Policy.
4. Students have to turn in a doctor’s slip for any additional absences. **By West Clark Policy, absences over 7 without a doctor’s excuse is recorded as an UNEXCUSED ABSENCE.**

### **Ten (10) Absences or more (in total days or for a block)**

1. **Letter to set up mandatory meeting with Principal (or designee), Counselor, and Clark County Probation Officer.**
2. The principal may refer the case to the Clark County Probation Department.
3. **Parent to Produce Certificate of Child’s Incapacity on Demand.** If a parent does not send his/her child to school because of the child’s illness or mental/physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of the incapacity for an attendance officer within **six (6) days after it is demanded.** The certificate required under this section shall be

signed by an Indiana Physician or by an individual holding a license to practice osteopathy or chiropractic in this state or by a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal.

4. **Additional absences will result in a court date with the Clark County Judge.**
5. Excessive absenteeism is a violation of the **Indiana Compulsory Attendance Law** and is subject to the recommendation for due process and potential expulsion.
  - a. Under Indiana state law (IC 20-33-2-11a) 13 to 18-year-old student may not be issued a **driver's license or permit**, or it may be revoked, until the age of 18 for habitual truancy, expulsion, **two** out-of-school suspensions (in a year), expulsion or **withdrawal from school**.
  - b. The student's **work permit** may also be revoked under IC 20-33-3-13, if the student's attendance is not in good standing, or whose grades do not meet the corporation's standards (see policy 6.0-42-2).
  - c. Students may be referred directly to the Clark County Division of Families and Children or to Clark County Probation when there is lack of parental involvement, neglect, or failure to communicate with the school.
6. Parents may be **prosecuted** for violation of the Indiana Compulsory School Attendance Law with a maximum possible sentence of 180 days in jail and a \$1000 fine. Parents may also be charged with neglect of a dependent, which is a Class D Felony that carries a maximum jail term of not more than 3 years.

## **TARDIES TO SCHOOL**

1. Students who arrive to school are to sign in at the front office.
2. **Tardies to school are unexcused and accumulation of these will lead to attendance interventions**

## **COLLEGE VISITATIONS**

Seniors are allowed two (2) days of college visitations and juniors are allowed one (1) day. They are not counted as an absence if a prior arrangement has been made with the guidance counselor and the college. Any additional college visits will be excused absences if a note (or phone call to the guidance counselor) is provided prior to the visit. Failure to follow these procedures will result in unexcused absences. **Any days over two are excused if verified by the parent, but they count against the limit.**