

Attendance Guidelines

Students are marked absent when they are not in attendance for twenty (20) or more minutes during any class period. Administrators, counselors, attendance officer, and teachers at schools will continuously monitor student attendance and communicate the importance of regular attendance to students and parents. There are two major types of student absences: **excused** and **unexcused**.

Excused Absences

Excused absences are defined as absences for which the student's whereabouts are accounted for at the time of absence and reason for absence is school approved. Excused absences with parental/guardian notifications include, but may not be limited to:

- Illness or injury deemed by parent/guardian to necessitate student remaining at home
- Absences due to being sent home by the school nurse or administrator
- Illness requiring a physician's care (with a statement from the physician indicating specific dates of absences)
- Medical, dental, or other clinic appointments*
- Death and funeral of a member of the household, immediate family, or close friend
- Quarantine of the home (limited to the length of the quarantine as fixed by the proper health officials)
- Exclusion from school because of exposure to a contagious disease
- Religious commitments (students will be excused to fulfill religious obligations as determined by the parent(s)/legal guardian(s) in accordance with Indiana law)
- Emergency illness in the family
- Prearranged family travel vacation**
- Individual class absence due to illness while in the nurse's clinic
- Other absences approved by the administration

* Students visiting a doctor, dentist, etc. during part of the day must bring an official form from the professional upon returning to school. This form must show the time and day of the visit to be considered excused. If not, it may be considered unexcused.

** **Parents are encouraged to vacation during scheduled school breaks.** Students who wish to apply for prearranged absences should use the following application procedure. Administrative discretion will be used to determine if the application is approved. Applications from students with poor attendance records will be denied.

- The parent must personally file a request with the school **prior to the absence**.
- The student must travel with a parent or guardian.
- The student must present the prearranged absence form to each of his/her teachers.
- Class work must be made up promptly on return or in advance (teacher option).

Excessive Excused Absences

Further, when a student has more than ten (10) excused absences, additional absences may be considered unexcused unless documented by medical professional, legal professional, school nurse and/or school administrator. School administrators shall consider circumstances of prior absences when determining categorization of future absences.

Unexcused Absences

Unexcused absences are defined as those absences for which there is no verification for a student's whereabouts or absence is not school approved. Unexcused absences including, but are not limited to, truancy, undocumented family absence, and any absence without verification will warrant action steps of administrator and/or attendance officer as detailed in table below.

Administrator and/or Attendance Officer Action Steps	
Number of EXCUSED Absences	Interventions for excessive EXCUSED absences
10	<ul style="list-style-type: none"> • Consider additional absences without documentation as UNEXCUSED
Number of UNEXCUSED Absences	Interventions for UNEXCUSED absences
1-4	<ul style="list-style-type: none"> • Verify absences and consider discipline
5	<ul style="list-style-type: none"> • Determine increased interventions
7-10	<ul style="list-style-type: none"> • Present and implement attendance contract
11	<ul style="list-style-type: none"> • Contact Montgomery County Probation with formal report • Contact Department of Child Services with formal report • Consider expulsion
<i>School administrators shall determine final interventions.</i>	

Exceptions

The following are not counted as absences (excused or unexcused) in accordance with Indiana Code.

- Page or honoree in the Indiana General Assembly
- Witness in judicial proceedings. This includes any required court appearance such as probation hearings
- Helper to a political candidate, a political party, or to a precinct election board on the date of an election

Truancy/Habitual Truant

Truancy is defined as being willfully absent from school without parental verification or knowledge, leaving school grounds without consent of parents and administration, or attempting to evade the school's attendance policy. Absences that occur without parental notification must be verified by parents within 24 hours after the student returns to school by telephone, direct contact, or a note from the parent/guardian. Should the absence remain unverified after 24 hours it may be deemed truancy and subject to the consequences listed below.

A student who has been found to be truant for the third time in a school year is considered a "habitual truant." The school's administrators may withdraw the designation of "habitual truant" when the student has attended school for 180 days without another truancy. In accordance with Indiana Code any person who is determined to be a "habitual truant" when they are 13 or 14 years of age cannot be issued an operator's license or learner's permit until the age of 18 or until the label is removed by the school principal. This provision can include truancy from individual classes throughout the school day.