

VIGO COUNTY SCHOOL CORPORATION  
TERRE HAUTE, INDIANA

File:   **JED**  

**STUDENT ATTENDANCE**

Attendance expectations are set forth to assist students in being successful in school and in life outside of their school experience. An emphasis on excellent attendance will benefit students as they will have the maximum opportunity for achievement in schools, and they will gain valuable life skills to be used beyond their school experience. It is anticipated that all students, at one time or another in their lifetime, may be employed and will be expected to be on time and at work each and every day. It is with this knowledge that the Vigo County School Corporation has established this attendance expectation: ***students will be in school and on time each and every day school is in session.*** This is an important issue and one that requires the support of parents, the school corporation staff, the Vigo County community, as well as the students themselves.

**GUIDELINES**

A. Absences from school, for whatever reason, e.g., family vacation, illness, appointments, visits, etc., will be counted as absences. Parents must call or contact the school about each absence on the date of the absence before 10:00 a.m. Failure to do so may result in the absence being identified as truancy.

1. **Truant absences** are identified as:

- a. Failing to attend school or class without the knowledge of the parent/guardian or school official.
- b. Not being in assigned location on the school campus during the school day without approval of appropriate school personnel.
- c. A "Habitual Truant" is a student who is chronically absent from school by having unexcused absences for more than ten (10) days in a school year.
- d. For more details regarding truanancies, see attachment "A" - ***Program for Dealing with Truanancies.***
- e. Definitions

"Unexcused absence" means an absence from school that is:

- (1) not authorized by the local school administrator or local school corporation rule; and
- (2) a violation of IC 20-8.1-3. 511 IAC 1-3-1

VIGO COUNTY SCHOOL CORPORATION  
TERRE HAUTE, INDIANA

File: JED con't.

2. The following events, by law and policy, are *not* absences from school:
  - a. School sponsored trip
  - b. Suspensions from school attendance
  - c. Serving as a Page in the Legislature
  - d. Working the elections as provided by law and policy
  - e. Appearing in court under order of subpoena
  - f. Serving on active duty with the Indiana National Guard for not more than 10 days in the school year.
  - g. Serving as the official representative of the school (as approved by the principal)
  - h. Serving on the State Department of Education Standards Task Force
  - i. Hospitalization or incarceration with verified educational services being provided
  - j. Accepted for homebound services (student/parents must have a request for homebound services on file, including an approved medical support statement)
  - k. College Days – a maximum of 2 college visitation days will be permitted on each of the last two years of high school – additional visitation days must receive prior approval from the school principal or designee.
  - l. Other: Principal Determination (must be documented).
- B. Excellent attendance (98% for the year) will be recognized.
- C. Documented doctor/dentist/therapist notes will not be included in the calculation of excessive absences.
- D. Loss of Credit (High School) – **A student may be denied credits after the 8<sup>th</sup> absence from school/class in a trimester.** Extensions will be provided to students who have documented medical or dental excuses on file. Notes from health care providers must be received within three school days after the student returns to school. After the eighth absence, the student and his/her parent/guardian will be notified and may be provided the following options: 1. An attendance contract that provides an opportunity for the student to regain credits based on improved attendance during the current trimesters; 2. The student may be placed in an alternative educational program (McLean H.S. or Booker T. Washington H.S.); 3. The student will lose credits for the class (ex) if attendance patterns continue.

VIGO COUNTY SCHOOL CORPORATION  
TERRE HAUTE, INDIANA

FILE: **JED-E**

**EXHIBIT A**

**Policy Implementation**

- A. The Vigo County School Corporation expects that principals will use their professional discretion when implementing discipline approaches with individual students. All appeals will be at the building level.
- B. Each school will develop a program to recognize students for excellent school attendance.
- C. Tardies to school or class will be dealt with in such a way(s) so as not to negatively impact the school attendance rate. Calls will be made to the home to encourage the student to be on time and at school each day. Tardies may result in loss of recess/break time or assignment to a detention or extended school day.
- D. Parents/guardians are to report a student absence by calling the school prior to 10:00 a.m. on the day of the absence. Failure to call may result in disciplinary action.
- E. After each absence the following procedures will be followed:
1. Calls will be made to the home or parent work place each day if the school is not notified by the parent/guardian on the day of student absence. The school will use other communication methods if there is no available home/work phone. All efforts to contact the home will be properly documented.
  2. When possible and/or appropriate, teachers/teams are encouraged to discuss the importance of school attendance with the student.
  3. Students are allowed to make-up appropriate work missed because of any absences with the exception of absences identified as trancies. The work will be included in figuring the student's grade. Students/parents must contact the teacher to request the make-up work. Elementary students will have one week to complete make-up work. Middle and high school students have three school days after the last absence to complete make-up work. Special circumstances may be approved by the principal.
- F. On the fourth (4<sup>th</sup>) and the eighth (8<sup>th</sup>) absences, when appropriate, an attendance letter will be emailed to the home informing the parents/guardians regarding the importance of good school attendance and alerting them that serious attendance patterns may be developing. Schools at each level (elementary, middle and high) will include in this letter pertinent information about possible consequences of continued absences. Thee school will keep proper documentation of this communication.
- \*the 8<sup>th</sup> day letter is only appropriate for High School students. Elementary and Middle Schools should proceed to the 10 day letter, when appropriate.

VIGO COUNTY SCHOOL CORPORATION  
TERRE HAUTE, INDIANA

FILE:JED-E

**EXHIBIT A (con't.)**

G. On the tenth (10<sup>th</sup>) absence, when appropriate, the school will contact the student and the parent/guardian and develop a **Probation in Place of Expulsion (PIPE)** plan that sets the expectations for improved attendance. Schools at each level (elementary, middle and high) will again share pertinent information about possible additional consequences of continued absences. The school will keep proper documentation of this communication.

H. On the fifteenth (15<sup>th</sup>) absence, when appropriate, in communication with the student and the parent/guardian, the school may involve Child Protective Services, the Juvenile Justice System, and recommend expulsion. Additionally, driver's license/permit and work permit may be revoked by the principal after the 15<sup>th</sup> absence.

Adoption Date: August 8, 2005

VIGO COUNTY SCHOOL CORPORATION  
TERRE HAUTE, INDIANA

FILE: JED-E

**Policy Implementation**

**EXHIBIT B**

- ❖ An Attempt is made to contact the parent/guardian by a personal call from the school or via the Phone Master System. All calls will be properly documented when parents call school before 10 am this step is not necessary.
- ❖ 4<sup>th</sup> Absence – When appropriate, a letter from the Principal is sent to the parent/guardian and properly documented. Information about possible consequences will be included.
- ❖ 8<sup>th</sup> Absence – When appropriate, a letter from the Principal is sent to the parent/guardian and properly documented. Consequences for continued absences will be included in the letter.
- ❖ 10<sup>th</sup> Absence – When appropriate, the school will contact the student and parent/guardian and develop a probation plan in place of expulsion plan (PIPE). The school will keep proper documentation of the communication. Elementary schools will send Parent Notice to Improve Attendance when appropriate. After the 10<sup>th</sup> Truancy, Driver's License may be revoked.
- ❖ 15<sup>th</sup> Absence – When appropriate and in communication with the student and parent/guardian, the school may involve Child Protective Services, Juvenile Authorities and recommend expulsion. Note: Work Permit may be revoked after the 15<sup>th</sup> absence.
- ❖ **HIGH SCHOOL ONLY – Loss of Credit**  
A student may be denied credits after the 8<sup>th</sup> absence from school/class in a trimester. Extensions will be provided to students who have documented medical or dental excuses on file. Notes from health care providers must be received within three (3) school days after the student returns to school. After the eighth absence the student and his/her parent/guardian will be notified and may be provided the following options:
  - 1) An attendance contract that provides an opportunity for the student to regain credits based on improved attendance during the current trimester.
  - 2) A Parent Agreement to Improve Attendance needs to be signed.
  - 3) The student may be placed in an alternative educational program (McLean High School or Booker T. Washington High School

VIGO COUNTY SCHOOL CORPORATION  
TERRE HAUTE, INDIANA

FILE: **JED-E**

**E X H I B I T B (con't.)**

**Policy Implementation**

- 4) The student will lose credits for the class(es) if attendance patterns continue.
  - Schools should have an active Attendance Review Committee to deal with attendance problems and concerns.
  - Documented Doctor/Dentist/Therapist notes will not be included in the calculation of excessive absences.
  - Each school will provide meaningful recognition of excellent attendance (98% for the year).

Adoption Date: August 8, 2005