



General Policies and Procedures

Policy Topic: Attendance

Policy Number:

Applicable: K-12

Effective Date: July 1, 2011

Irvington Community School Inc. is required to follow all applicable Indiana public school student attendance laws per the Indiana Code and the Indiana Department of Education. Aside from meeting legal requirements, regular attendance not only helps build a stronger school community but also leads to higher academic achievement. The ICS Inc. Attendance Policy covers Irvington Community Elementary School (ICES), Irvington Community Middle School (ICMS), and Irvington Preparatory Academy (IPA) regarding the management of absences and tardies.

Tardies:

It is critical for students to be on time to school and on time to every class for two reasons: 1. Lateness disrupts the learning environment; and, 2. Being on time is an essential habit for students' future success. Students who arrive after school is in session will report first to the main office to obtain a pass to class. Exceptions will be made based on the judgment of Senior Management for weather and traffic issues. Students who are habitually tardy will receive consequences including detention, Attendance Referral Board, in-school suspension, out-of-school suspension, and/or recommendation for expulsion. (Of note, students with excellent attendance are recognized for this important achievement.)

Families must notify the school when their students need to leave early or arrive late for excusable reasons such as illness, medical and dental appointments, funeral, or court attendance. Verification from the doctor or dentist's office is required upon return to school in order for an absence to be marked "medical." Students will be sent home for illness only by the school nurse or by a school administrator.

IPA Student Tardy Management Process:

Following is a trimester-based tardy management approach (students start with a clean slate each trimester):

1. Students receiving five (5) tardies must attend a silent study hall/detention the following week.
2. When students reach ten (10) tardies, this will result in one (1) day of in-school suspension (ISS) and one (1) day of silent study hall/detention the following week.
3. Students reaching fifteen (15) tardies will receive two (2) days of ISS, two (2) days of study hall/detention, and participate in an Attendance Referral Board.
4. Students accumulating twenty (20) tardies will receive a two- (2) day out-of-school suspension and be placed on an Attendance Contract.
5. If the student receives five (5) more tardies after being placed on an Attendance Contract, he/she will be recommended for expulsion.

Note: students with 20 or more tardies in the same class will not receive credit for that class.

ICES and ICMS Student Tardy Management Process:

Following is a semester-based tardy management approach (students start with a clean slate each semester):

1. Students receiving five (5) tardies must attend a silent study hall/after-school detention the following week.
2. When students reach ten (10) tardies, this will result in one (1) day of in-school suspension (ISS) and one (1) day of silent study hall/after-school detention the following week. Daily School Messenger wakeup calls will begin, and will continue until tardies show signs of improvement.
3. Students reaching fifteen (15) tardies will receive two (2) days of ISS and two (2) days of study hall/after-school detention with a parent/guardian. An Attendance Referral Board will also be held with the parent/guardian.
4. Students accumulating twenty (20) tardies will receive a two- (2) day out-of-school suspension and be placed on an Attendance Contract.
5. If the student receives five (5) more tardies, he/she will be recommended for expulsion.

Note: students with 20% (39) or more tardies over the course of the school year will be recommended for possible retention.

Absences:

There are two types of absences: excused and unexcused.

Excused: A parent or guardian must call or leave a written note with the school's office secretary within 24 hours of the beginning of the absence. This communication must state the specific reason for the absence. Students are allowed to make up work for an excused absence and are given one day to complete the assignments for each day absent. Absences are excused for the following circumstances:

- Personal illness or injury
- Required court attendance
- Medical or dental appointments (only for the duration of the appointment and travel time)
- Death in the family
- Observance of a bona-fide religious holiday
- Absences excused by state law or ICS Inc.

Unexcused: This is an absence for which the school does not receive a parent or guardian communication, or the reason is not legitimate. Students will not be given credit for any work due or assigned during an unexcused absence.

After ten (10) full days of excused or unexcused absences, the attendance officer will refer the matter to Truancy Court for intervention. (Floating holidays are not included in this count.) Students may then be required to have a physician's statement for any further absences. For chronic or long-term illnesses, a physician's Certificate of Incapacity will be required. (Excessive absences can lead to retention. Please refer to the ICS Inc. Retention Policy.)

Parent Notification Process Regarding Student Attendance:

After five (5) student absences, a letter will be sent to parents reminding them of the importance of their child's regular school attendance.

After seven (7) absences, parents will receive a second letter of the same nature, adding notification that an Attendance Referral Board meeting will be called if the student misses two (2) more days.

After nine (9) absences, parents will be asked to attend an Attendance Referral Board meeting to discuss the nature of the absences and possible solutions for improved attendance.

Following the Attendance Referral Board meeting, if the student misses another day of school, legal notice will be sent informing the parent that the child is considered to be truant and the matter will be referred to Truancy Court.

If attendance is not improved after the above steps, once the student reaches fifteen (15) unexcused absences for the year he/she will be automatically recommended for expulsion.

Specific to Irvington Preparatory Academy, following ten (10) or more unexcused absences in a trimester, IPA students with such chronic absences will not receive credit for their classes. As well, and in accordance with Indiana Code 20-8.1-3-17.2, IPA will notify the Bureau of Motor Vehicles whenever a student is declared a habitual truant (10 or more unexcused absences in the school year). This will result in the student's Indiana Driver's Permit or License becoming invalid for a BMV-mandated period of time.