



General Policies and Procedures

Policy Topic: Attendance

Policy Number:

Applicable: K-12

Effective Date: November 17, 2021

Revised: October 21, 2021

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.

Reporting an Absence: There are three types of absences: excused, exempt and unexcused absences. Use the following methods to report absences to each of the Irvington Community Schools.

ICES Attendance Line: (317) 357-5359 - press 2; Email: icesattendance@ics-charter.org

ICMS Attendance Line: (317) 357-3850- press 2; Email: icmsattendance@ics-charter.org

IPA Attendance Line: (317) 357-3770 - press 2; Email: ipaattendance@ics-charter.org

A parent or guardian must call, email, or leave a written note with the school's office Administrative Assistant within 24 hours of the beginning of the absence. This communication must state the specific reason for the absence. ICS staff reserves the right to do a home wellness check after three consecutive absences without parent/guardian contact. Students are allowed to make up work for any absence and are given one day to complete the assignments per day absent.

Excused Absence: This is an absence for which the school has been notified for one of the following:

- Personal illness or injury
- Medical or dental appointments (only for the duration of the appointment and travel time)

Exempt Absence: This is an absence that will not be counted towards a student accumulation of absences. Documentation may be required for the following:

- Required court attendance
- Death in the family
- Observance of religious holiday
- Absences excused by state law or Irvington Community Schools - i.e. working Polls & College Visits (See IPA student handbook for college visit guidelines)

Unexcused Absence: This is an absence for which the school does not receive a parent or guardian communication or the reason is not listed above.

Students will be required to have a physician's statement for any absences greater than ten days. 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 - Absences do not reset at semester:

- After four (4) absences, an attendance phone call/text will be made.
- After seven (7) absences, an unexcused attendance letter will be sent to parents/guardians reminding them of the importance of their student's regular school attendance.
- After nine (9) absences, ICS staff will complete a home visit to deliver a student attendance contract. Parents/guardians will need to provide physician documentation for all further absences.
- After twelve (12) absences, a parent/guardian meeting will take place with ICS school and district leadership team.
- After fifteen (15) absences, a call will be made to the Department of Child Services.
- After twenty (20) absences, a student may be recommended for expulsion.

Student No Shows: For students who have enrolled but not physically attended school for a duration of five consecutive days without any contact from parents/guardians, may be administratively withdrawn from ICS. For students who have physically attended an ICS school and do not report to school for a duration of ten consecutive days without any contact from parents/guardians, may be administratively withdrawn from ICS.

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 School Leadership for weather and traffic issues. Parents/guardians of students who are habitually tardy will receive a series of communication, be invited to participate in Attendance Referral Boards, and, if the family and student fail to comply with the Attendance Officer's coaching and school policy, the student may be recommended for expulsion.

ICES, ICMS, and IPA Student Tardy Management Process - Start of Day:

Irvington Community Schools use a semester-based tardy management approach (*note:* students tardy count resets at the beginning of each semester). Below outlines the tardy management process:

- Students reaching five (5) tardies: a phone call will be made to parents/guardians informing them of their students' accumulation of five tardies.
- Students reaching ten (10) tardies: a warning letter will be mailed to parents/guardians informing them of their students' accumulation of ten tardies.
- Students reaching fifteen (15) tardies: a parent meeting will be held to determine supports
- Students reaching twenty (20) tardies: a second attendance letter will be sent, including tardy contract delivered by ICS staff - must be signed by parent/guardian
- Students who receive five (5) more tardies (a total of twenty-five accumulated within a semester), may be recommended for expulsion.

IPA Student Tardy Management Process - After First Class of Day

IPA utilizes a Behavior Points/Level System for the management of classroom disruptions, including tardies. Tardies are equivalent to two points, and will be assigned by the teacher of the class the student is tardy to. An accumulation of ten (10) points in any particular class will translate to a level. Students will receive consequences associated with each level, these include: lunch restrictions, detention, in-school suspension, out of school suspension and expulsion from school. See IPA student handbook for full Behavior Points/Level System for point breakdowns and consequences per level.