



General Policies and Procedures

Policy Topic: Attendance

Policy Number:

Applicable: K-12

Revised: 5/22/2024

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)
- Death in the family
- Observance of religious holiday

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
- Absences excused by state law - 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.

After the accumulation of 10 days of absence from school (excused or unexcused), a doctor's statement will be required in order to excuse any additional 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 - 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. ICS reserves the right to verify the authenticity of physician's documentation of absences and to refuse acceptance of documentation that is believed to be falsified or invalid.
- After twelve (12) absences, a parent/guardian meeting will take place with ICS school and district leadership team. **A parent's failure to attend an attendance meeting with school leadership and/or refusal to sign the student's Attendance Contract does not negate the school's right to fully implement the consequences outlined in this policy.**
- After fifteen (15) absences, a referral will be made to the Department of Child Services and the State Prosecutor's Office, and for high school students, the Department of Motor Vehicles (DMV) will be contacted to withhold or suspend the student's driver's license or permit until attendance improves.
- After twenty (20) absences, a student may be recommended for expulsion.
- Students who skip class will be subject to consequences up to, but not limited to, in school suspension, lunch detention, after school detention, and expulsion from school.

In accordance with Indiana Code SEA 282, a student who accumulates 5 or more unexcused absences in a 10 week period is considered "**habitually truant**". Irvington Community Schools' grading periods (quarters) are approximately 9 to 10 weeks in length. Therefore, students who accumulate 5 or more unexcused absences in a grading period (quarter) **may be excluded from extracurricular activities, including participating in athletics**. The decision to reinstate a student's eligibility status for extracurriculars or athletics will be up to the Attendance Officer, Athletic Director, and coach/sponsor of the sport/extracurricular activity. **In addition, students who meet the criteria for "habitually truant" 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:

- High school students who are late to school in the morning (without documentation) 3 out of 5 days in a school week will serve lunch detention the following week.
- Students must be in attendance for at least 75% of the school day in order to participate in athletic practices or games.
- Students reaching five (5) unexcused tardies: a phone call will be made to parents/guardians informing them of their students' accumulation of five tardies.
- Students reaching ten (10) unexcused tardies: a warning letter will be mailed to parents/guardians informing them of their students' accumulation of ten tardies.
- Students reaching fifteen (15) unexcused tardies: a parent meeting will be held to determine supports
- Students reaching twenty (20) unexcused tardies: a second attendance letter will be sent, including tardy contract delivered by ICS staff - must be signed by parent/guardian. Students who have reached 20 unexcused tardies will be recommended to the Athletic Director for ineligibility status for athletics for the remainder of the sports season. **A parent's failure to attend an attendance meeting with school leadership and/or refusal to sign the student's Attendance Contract does not negate the school's right to fully implement the consequences outlined in this policy.**
- Students who receive five (5) more unexcused 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.

Homebound and Alternative Placement

In extenuating circumstances, the appropriate placement for a student may be "homebound" or "alternative placement". In these cases, students do not attend school in person regularly and instead receive a bulk of their instruction in a virtual setting. The term "homebound" is reserved for students with documented medical conditions that will lead to them missing 20 or more school days per year. The term "alternative placement" refers to students who have been placed in an alternative setting due to behavior or a Case Conference decision. In either case, attendance is to be coded in accordance with the following:

- If a homebound or alternative placement student is receiving in-person services from a teacher (student and instructor are in the same place at the same time), attendance is to be counted as in-person attendance ("IA").
- If a homebound or alternative placement student is engaged in learning (per local policy) but a teacher is not physically present, this attendance should be reported as virtual ("V").
- If a student is receiving in-person services/instruction on a weekend, the school may report that attendance event on the nearest instructional day on the school calendar (i.e., Saturday attendance can be reported on Friday, Sunday attendance could be reported on Monday) using the corresponding code noted above ("IA" or "V").
- If a homebound or alternative placement student was expected to participate in in-person or virtual learning but did not attend or participate on a particular school day, the appropriate absence code is to be used ("EA" or "UEA").
- Schools have the ability to differentiate attendance codes by ½ day increments. This option

could be used to blend weekday attendance with weekend attendance if needed. (e.g., a school could report half day virtual on Friday and a half day in person to account for in person instruction on Saturday).