

Attendance

SECTION II - ATTENDANCE AND IDENTIFICATION POLICY

ATTENDANCE POLICY

A student's attendance is essential to learning. Learning includes not only factual subject matter, but also attendance habits, work habits, and attitudes. Poor attendance interrupts the educational process by impeding the continuity of the lessons presented and the students' ability to establish proper work habits. Whether the goal is the work force or post-secondary education, students need to come to school every day and benefit from interaction, discussion, and teacher support available during class time. **Every absence has the potential to interrupt the student's understanding of the material being presented.**

The responsibility for a student to be present in school rests with the student and his/her parent(s)/legal guardian(s). The school will assist the parent(s)/legal guardian(s) and student in this responsibility. The cooperation of the student, the parent(s)/legal guardian(s) and the school is essential in providing a firm framework for the student to achieve the fundamental foundation of regular attendance.

IC 20-33-2 Compulsory School Attendance

Sec. 27 (a) It is unlawful for a parent to fail to ensure that the parent's child attends school.

It is the responsibility of the parent(s)/legal guardian(s) to inform the school of changes to their contact information. Current contact information is critical in the school's efforts to work together with families to ensure student academic success.

Exempt – Parent(s)/guardian(s) to school communication, verified by official documentation (parents must report the absence and submit official documentation within 6 school days of return to school in order for the absence to be classified "exempt") and must fall into one of the following categories:

- a. Serving as a page or honoree of the Indiana State Legislature. IC 20-33-2-14
 - b. Service on a precinct election board or helper to a political candidate on the date of an election. IC 20-33-2-15
 - c. Judicial proceedings, such as a subpoena to appear in court as a witness (with documentation) IC 20-33-2-16
 - d. College visitation for seniors (maximum 3 visits) and juniors (maximum 1 visit) prior to May 1 and not immediately before or following vacations (written verification of visit required on letterhead from the college).
 - e. Medical visits or doctor's orders with a doctor's note to verify dates of absences
 - f. Funeral of immediate family – written documentation must be provided
 - g. Duty with the Indiana National Guard IC 20-33-2-17
 - h. School-sanctioned field trips/programs
 - i. Participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the school corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal
 - j. In and/or out of school suspensions
 - k. Incarceration
2. **Non-Exempt** – Parent(s)/guardian(s) to school communication in person or by phone
3. **Tuancy** – No parent(s)/guardian(s) to school communication (considered non-exempt absences)

Consequences

Reprimand/Warning – Staff informs student that a type of behavior is unacceptable.

Detention - Student is required to make up time in the school building during his/her lunch or after school.

Friday School – Student is required to make up time Friday after school hours from 3:25 PM to 4:30 PM

PASS – Student are isolated from their peers for an assigned period of time. Homework/class work assignments are sent to the student by their class room teacher.

OSS-Out-of-School Suspension – Students are not permitted to be at school or on school property for an assigned period of time.

Saturday School – Student will serve time on Saturday Morning at Lafayette Jefferson High School from 10:00 AM to 12:00 PM

Social Probation – All participation in or attendance at activities (dances, athletics, marching band, concerts, musicals, clubs, and organizations) will be forfeited for a period of time to be determined by the administration.

Community Service Project – Assigned a project or consequence for the betterment of the community.

Removal from Class- Excessive trancies may result in a withdraw-fail for the course.

Interventions

Parent/Teacher Conference – A meeting will be held between parents and teachers to discuss a student's behavior. With the approval of administration, student can be withheld from class until this meeting is held.

Parent/Administrator Conference – A meeting will be held between parents, teachers, student and an administrator to discuss a student's behavior. A student may be dismissed from school until this meeting is held.

HOW TO REPORT AN ABSENCE (PARENTS AND/OR LEGAL GUARDIANS)

Parent(s) and/or guardian(s) may contact individual teachers or Student Services at any time between the hours of 7:45 AM and 3:45 PM with questions or concerns regarding their student's attendance.

It is the responsibility of the parent(s) and/or legal guardian(s) to notify the school regarding their student's absences. The attendance line (765-772-4702) is available 24 hours a day, seven days a week. The attendance line is available in English and Spanish.

Full Day Absences

- It is recommended that the parent(s)/guardian(s) call the day of the absence to avoid receiving an absence verification call from the school that evening.
- A call must be made within 3 school days of the absence in order to prevent the absence from being classified as truant.

Partial Day Absences

- A call to legally release a student must occur **before** the student leaves the building.
- Calls must be made at least two hours prior to the student's departure. This will allow time for the Student Services Office to create an out-of-school pass and time for the student to pick up the pass.
- Students must pick-up their out-of-school passes before exiting the building. Such passes are not routinely delivered to students.
- Students must also check in to the Student--Services Office when returning from an appointment.
- In **emergency situations** where departure is unplanned, a parent(s)/guardian(s) will need to come to the Student Services Office to release the student.

Late Arrival

- Students arriving less than 5 minutes late for a class must report directly to class and will be considered tardy.
- Students arriving more than 5 minutes late to class must report to Student Services to receive a "late admit" slip. This absence will be considered truant unless a parent(s) and/or guardian(s) contacts school within 3 school days.

Released Students

- Students released from all or part of the school day **must exit the building**. To remain in the building during release time, a student must be in possession of a pass from the teacher who will be supervising them during the indicated time.

Parent(s) and/or guardian(s) and students will be informed of attendance issues and concerns through:

PowerSchool – www.lafayettejeff.org / PowerSchool link non-reported absence each evening
School Messenger - automated call system – will notify you of your student's
Email/Text - parent(s)/guardian(s) can request attendance reports be sent via email or text through PowerSchool

Parent(s) and/or guardian(s) may contact individual teachers or Student Services at any time between the hours of 7:45 AM and 3:45 PM with questions or concerns regarding their student's attendance.

EXCESSIVE ABSENCES (NON-EXEMPT OR TRUANCY)

The following interventions and/or consequences may be used at any time to address the needs of students who have missed classroom instruction due to excessive (non-exempt and/or truanancies) absences.

Tiers	Interventions	Consequences
<i>Tier 1 (1 or more truanancies)</i>	<ul style="list-style-type: none"> • Written notification of truancy to student • Automated call home advising of truancy • Conference with student • Conference with parent 	<ul style="list-style-type: none"> • Zeros for work missed due to truancy • Detentions • Friday School
Tier 2 (5-14 class truanancies, 5-14 tardy truanancies and/or 36 non-exempt absences) Truanancies and tardy truanancies count toward the non-exempt absences.	<ul style="list-style-type: none"> • Attendance Education Class • Conference with student • Conference with parent • Saturday School 	<ul style="list-style-type: none"> • Detentions • Friday School • Saturday School • PASS (Positive Alternative to Suspension (in school suspension program)). • Out of school suspension • Restriction of privileges
Tier 3 (15 or more class truanancies, 15 or more tardy truanancies and/or 48 non-exempt class absences) Truanancies and tardy truanancies count toward the non-exempt absences.	<ul style="list-style-type: none"> • Attendance Contract • Conference with student • Conference with parent • Referral to community support agency • Saturday School • Attendance Education Class • Uniform Notice of Offense referral to Tippecanoe County Youth Services for attendance intervention 	<ul style="list-style-type: none"> • Uniform Notice of Offense referral to Tippecanoe County Youth Services for attendance intervention • Loss of Work Permit • Loss of Driver's License • Credit denial • Withdrawal from class assign failing grade • Detention • Friday School • Saturday School • PASS (Positive Alternative to Suspension (in school suspension program)). • Out of school suspension • Attendance Education Class • Restriction of privileges • Expulsion Agreement
Tier 4 (16 or more class truanancies, 16 or more tardy truanancies and/or 49 non-exempt class absences) Truanancies and tardy truanancies count toward the non-exempt absences.		<ul style="list-style-type: none"> • Expulsion

MAKE-UP WORK

All students are permitted to make up all class and homework missed, except for cases of truancy or absences that exceed five (5) non-exempt absences but under the following conditions:

1. The request for the make-up work must be initiated by the student. Any make-up work that is not arranged with the teacher by the end of the 2nd day of returning to class will not qualify for class points.
2. The deadline for completing and submitting make-up work is set by the teacher who will allow at least one day for each day of absence, except at the end of a semester.
3. Student absences due to field trips and/or school programs are exempt absences. Students must be given the opportunity to make up work missed for exempt absences regardless of their attendance status in the class.
4. The student should be encouraged to complete make-up work before the time of an absence if the absence is scheduled in advance.
5. In general, the student will not be held responsible for making up an assignment or test on the day following an absence if the work was announced during the time of the absence. If the assignment or test was announced (verbally or on a written assignment sheet) prior to the absence, the student will be responsible for the assignment or test on the day the absent student returns to class.
6. A student truant from school will receive failing grades for work missed and will not be allowed to make up such work. (NOTE: All absences which a parent/guardian has not verified for the student are considered truanancies.)
7. During a period of illness or absence for other causes acceptable to the school administration, homebound instruction may be provided through Greater Lafayette Area Special Services.
8. The administration reserves the right to act on a case by case basis.

ATTENDANCE CODES

NON-EXEMPT ABSENCES	EXEMPT ABSENCES
<u>DO count toward 48 non-exempt class absence limit and the 5 day make-up work policy (official documentation provided)</u>	<u>DO NOT count toward 48 non-exempt class absence limit or 5 day make-up work policy (official documentation provided)</u>
C-Court	CE – Court Exempt
D- Doctor	DE – Doctor Exempt
K- College Visit	KE – College Visit Exempt
R- Other	RE – Other Exempt
Z- Funeral	ZE – Funeral Exempt
X- Sick	NE- Nurse Exempt
TTRP – Tardy Truancy (6-25 min. late to 1 st period)- Parent reported)	
A-Absent/Unexcused – not reported	
TR – Processed Truancy	PRESENT CODES
TTR – Tardy Truancy – 6-25 min. late to 1 st period – no reported	F- School Activity
	G – Guidance Office
	HB – Homebound
	N – Nurse Exempt
	O – Office Exempt
	IS – In School Suspension
	OS – Out of School Suspension