

Progress Reports  
September 11, 2024  
November 20, 2024  
February 12, 2025  
April 23, 2025

Report Cards  
October 15, 2024  
January 10, 2025  
March 19, 2025  
May 28, 2025

### **Promotion and Retention**

In order to be promoted to the subsequent grade level, the student in grades 6-8 will be required to receive passing grades (no F's) in all core subjects - including Mathematics, Language Arts, Science, and Social Studies. A student who shows major improvement in the second semester of the school year may receive an exemption to the above policy and be "placed" into the next grade level.

### **Summer School**

Summer School provides an opportunity for some students to achieve promotion by passing a core subject during the summer that he/she failed during the regular school year. In some cases, Summer School also provides an opportunity for students to increase skills in Mathematics or Language Arts. Students will be enrolled in actual classes at a location to be determined and will be expected to attend. Parents will be expected to provide transportation for their students.

### **Attendance**

#### **Attendance Philosophy**

Indiana Public Law 221 now measures each middle school's attendance average against all other schools and places schools in performance categories using attendance as one of the criteria for placement. Accordingly, KVMS can perform well in academic terms but be placed in a lower achievement category due to insufficient attendance.

Regular attendance and punctuality are essential for success in school and are necessary habits for life. Irregular attendance is one of the main factors for poor work and failure in school. Students who attend school regularly have greater success in their academic pursuits than do students who do not attend on a regular basis.

**IC 20-8.1-3-34** Compulsory Attendance/Duty of Parents: It is unlawful for a parent to fail, neglect or refuse to send his child to a public school for the full term as required under this chapter unless the child is being provided with equivalent instruction as the public school provides.

**IC 20-8.1-3-20** If a parent of a student does not send the student to school because of the student's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of the illness or incapacity for an attendance officer not later than six (6) days after the certificate is demanded. The certificate required under this section must be signed by an Indiana physician. (This will have an effect on the student's absence limit.)

#### **Reporting an Absence**

To report an absence, parents are to call the school by 9:00 AM on the day of the absence. An absence may be reported 24 hours a day by calling (219) 987-8810 and pressing #1 to be routed to the attendance office voice mail. In cases where a parent/guardian does not have access to a telephone, a signed note may be turned in the first day the student returns to school.

If a parent/guardian does not call on the day of an absence before 9:00 AM, the school will make automated phone calls at 9:30 AM and 1:00 PM to contact the primary number listed in the system to verify the absence. If communications are not received within 24 hours after a student returns, the absence will be considered unexcused.

### **Late Arrival to School**

Any student who arrives at school after 7:25 AM (7:45 AM on Delay Start Wednesday), regardless of the time of day, must first report to the main office where their parents/guardians must sign them in. If a parent or guardian fails to sign in their student for a late arrival, the student will be counted as an unexcused absence. Students who arrive ten (10) minutes or later to school will also be counted as an unexcused absence.

Consequences for late arrival to school may include (but are not limited to):

*Warning(s), Lunch Detention(s), After School Detention(s), Suspension(s), and/or possible referral to Project Attend.*

### **Excused Absences**

A student may have no more than six (6) absences excused at the discretion of the parent/guardian during a semester. Once the number of student absences exceeds the defined limit, all further absences will be marked as unexcused unless verified by a medical professional.

Scheduled medical appointments such as dental, orthodontic, allergy, immunizations, psychiatric or wellness checks will be marked as excused, with a valid doctor's note. Students are expected to attend school before or after such appointments. A doctor's note must include the date and time of the appointment, the time of the student's departure, and the date he/she may return to school. It must be specific as to the days the doctor is excusing and must be turned in within twenty-four (24) hours after a student's return to school.

The following absences will not count toward the six (6) day limit:

1. Medical release for a specified period of time
2. Service as a page for or as an honoree of the Indiana General Assembly
3. Students serve on the precinct election board or as a helper to a political candidate or to a political party on the date of each general, city or town, special or primary election. Prior permission is required.
4. Subpoena to appear in court.
5. School-sanctioned field trips.
6. Deaths and funerals of members of the student's family. Students who are absent for this reason must have a parent/guardian contact the school or bring in a note from parent/guardian explaining the absence.
7. Physician's/Medical excuse: If a student has medical orders stating the student cannot be in the building due to illness, hospitalization, or other medical need this document must be presented upon the student's return to school with the proper dates of the student's absences(s). Additionally, this document must be on the physician's letterhead or office form, and must be signed by physician or his/her office personnel and be verified by the school.
8. Religious holidays that fall on the school calendar and has prior administrative approval.
9. Incarceration
10. Other administrative exemptions

### **Process for Obtaining an Attendance Waiver**

Students and parent/guardian may request an attendance waiver meeting only if there are unusual circumstances or new information to be presented. The Attendance Waiver Committee (consisting of the principal, assistant principals, guidance counselors, Director of Attendance, and support staff), student and parent/guardian set up a time and date for the attendance waiver meeting.

### **Excessive Absences**

Any student who has more than five (5) unexcused absences in one semester will be considered to have excessive absences. Parents and students will be subject to a meeting with the School Resource Officer, the KVSC Director of Attendance and one of the building administrators to remedy an attendance issue.

If attempts to work with the student and parent/guardian to remedy the attendance problem (such as a parent letter, phone call, disciplinary procedure, mandatory attendance meeting) do not result in improved and consistent school attendance, then a report of educational neglect will be made to the Jasper County Department of Child Services and/or the Jasper County Prosecutor's Office.

According to Indiana School Attendance code, students from ages 13-16 who are identified as having chronic absenteeism may also be reported to the Department of Motor Vehicles and prevented from receiving their driver's licenses until they are 18. Requests for work permits also may be denied for students with poor attendance.

### **eLearning**

A (synchronous) eLearning day is the equivalent of a regular school day and subject to regular attendance and disciplinary procedures. Students are expected to be logged in and 'live' in class according to the daily schedule set forth by the school. Student assignments will be due at the direction and discretion of each classroom teacher. Unexcused days can be counted towards disciplinary action per school policy. Please refer to the KVSC website's "eLearning" tab for further eLearning FAQs.

### **Extracurricular Participation**

A student who misses any part of a school day because of illness, other than because of a pre-arranged appointment, cannot participate in or attend after-school sporting events, practices, club meetings, performances, dances, or other similar activities that same day. Students who have a medical appointment must return to school with a note from their provider. Other extenuating circumstances should be cleared in advance with an administrator if possible. Administration reserves the right to make the final decision regarding participation.

### **Habitually Truant**

Any student whose parent does not contact the school either by phone or in writing within 24 hours upon the student's return, the absence will be considered unexcused. According to **IC 20-33-8-12**, a student that is habitually truant is defined by having unexcused absences from school for more than ten (10) days of school in one (1) school year. Names of students and their parents or guardians who are habitually truant from school will be reported to the School Resource Officer (SRO), Jasper County Prosecutor and/or Department of Child and Family Services.

### **Make-up Work**

The student will be responsible for making arrangements with teachers for make-up work. The most efficient way to find out what assignments have been missed is to check the teacher's Schoology page. A student will be given one day for each day of excused absence to complete all make-up work. Students participating in school sponsored field trips will have all work completed on their return to school the following day.

### **Vacation Policy / Pre-Planned Absences**

A Pre-Planned Absence Form must be submitted to the Principal at least five (5) days before the start of a planned absence. To be excused, a trip or vacation needs to meet criteria for being excused. Educational trips may be exempt while family vacations, for the most part, would not. Approval for vacation/educational trip requests will be evaluated by the following standards: previous attendance records, previous requests, academic performance and the educational value of the activity. Trips should be limited to one per school year and not exceed five school days in length. Trips which include days of

mid-term/final examinations, achievement testing and State Testing will not be approved. Although the absence may be deemed an excused or exempt absence, it does count against perfect attendance. Please see the Pre-Planned Absence Form (on pages 56-57 of this handbook) for further details.

### **Achieving Attendance Goals**

Promoting and fostering excellent attendance habits requires a commitment from everyone.

*At KVMS, we are committed to achieving our school attendance goals by:*

- *Providing meaningful learning experiences every day*
- *Speaking frequently of the importance of students being in class, on time, and ready to learn*
- *Using positive incentives to motivate and reward those students with excellent attendance habits*
- *Keeping accurate attendance records and notifying parents when attendance becomes a concern*
- *Incorporating student participation as part of the learning process*
- *Requiring that quizzes, tests, and assignments be completed within the specified time period*



### **Student Services (Nurse)**

**A nurse is available for students who are ill or become injured during the school day.**

**Hours 7:00 AM - 3:00 PM**

#### **Accidents**

All accidents occurring on school grounds or at school-sponsored functions must be reported to the school nurse within 24 hours of the incident.

#### **Immunizations**

Immunizations for all students attending public schools are required by state law. The following (including day, month, and year of administration) are required for all 6th - 10th grade students:

- o 5 doses of diphtheria-tetanus-acellular pertussis vaccine (DTaP), pediatric diphtheria-tetanus vaccine (DT), or tetanus-diphtheria vaccine (TD)
- o 4 doses of polio vaccine
- o 3 doses of hepatitis B vaccine