

Attendance Policies and Procedures

Parents please call 219-956-3143 ext. 2005 as soon as possible when your child is absent from school. Phone calls later than 2 school days after an absence may not change attendance markings.

ATTENDANCE PHILOSOPHY

The Kankakee Valley School Corporation attendance regulations are expressed to encourage attendance and create positive attendance habits that will carry over into the workplace and life. The Kankakee Valley School Corporation understands, however, that sometimes it becomes necessary for a student to be absent. Regular attendance and promptness are essential to good performance in school. Absence from school is often the greatest single cause of poor performance and achievement. Since the learning process is a progressive activity, each day's lesson is built upon those class activities that took place on previous days. Whenever a class is missed, for whatever reasons, that experience can never be completely made-up. Since responsibility is a learned behavior and regular school attendance patterns encourage the development of responsible patterns of behavior, each student attending the Kankakee Valley School Corporation is expected to make every effort possible to be in school every day. The Kankakee Valley School Corporation Attendance Policy is developed with the idea that if a student is not present in school, he/she is not learning. Therefore, the following items have been devoted to providing the student and parent with guidelines as to our attendance procedures and policies.

Indiana Code

IC 20-33-2 Compulsory School Attendance requires children to attend school during the time it is in session until the child graduates or becomes 18 years of age.

IC 20-33-2-27 Compulsory Attendance/Parent's Responsibility: 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 20-33-2-18 Parent to produce certificate of child's incapacity on demand: 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.)

Types of Absences

EXEMPT ABSENCES

An exempt absence is an absence in which the student is excused from school and is NOT to be counted as absent. According to the IC-20-33-2-14- IC-20.33-2-17.7, exempt absences are:

- Serving as a page or honoree of the General Assembly
- Serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election
- Serving as a witness in Judicial proceeding
- Serving with the National Guard for no more than 10 days
- Serving with the Civil Air Patrol for up to 5 days.
- Approved Educational Related Non-Classroom Activity
- The student or a member of the students household exhibits or participates in the Indiana State Fair for educational purposes.

EXCUSED ABSENCES

The excused absence may be granted for all or part of a day when the parents notify the school promptly. A student with an excused absence is still counted as absent.

- Absence due to student's illness or injury with written communication or phone call from parent/guardian (**no more than 12 days per school year**).
- Absence due to student's illness or injury with written communication or phone call from doctor.
- Absence due to death/funeral in the immediate family.
- Absence of an unusual or emergency nature that is approved by the administration.
- Recognized religious holidays.
- Military Connected Families (Deployment/Return)
- Weather Related
- School Nurse sends the student home.
- College Visits, two (2) per year for 11th and 12th grade students
- School Sanctioned Activities

UNEXCUSED ABSENCES

An unexcused absence is an absence from school that is not reported by a parent/guardian or exceeds **12 parent excused days per school year**. Unexcused absences are a serious matter and are subject to disciplinary action; including Project Attend and referral to the Indiana Department of Child Services.

- Family errands
- Missing the bus
- Family vacation beyond five (5) days.
- Recreation

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- No Note or No Phone Call within 2 school days

TARDIES

Tardiness is defined as any unexcused appearance of a student beyond the scheduled time that a class begins. Tardiness is disruptive to the school process and is considered to be a serious matter.

HABITUAL TRUANCY AND CHRONIC ABSENTEEISM

IC 20-20-8-8 defines Habitual Truancy to include students absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school. Chronic Absenteeism includes students absent from school for ten percent or more (18+ days) of a school year for any reason. Absenteeism is a serious matter and administrative actions and/or discipline may be taken. Kankakee Valley High School will utilize the School Resource Officer (SRO) for reporting purposes as well as the department of child services IC 20-33-2-28 states that it is unlawful for a parent to fail; neglect; or refuse to send the child to a school for the full term as required by law unless the child is being provided with instruction equivalent to that given in public schools

REPORTING ABSENCES

Parents/Guardians are required to notify the school office when a student is absent. KVSC will send out automated calls every day at 10:00 a.m. to inform parents of unexcused absences. Please use this automated call as a notice to call the school to report an absence.

PRE-PLANNED ABSENCE FORM

Families must submit the KVSC Pre-Planned Absence Form to the school office at least five (5) school days before the start of the planned absence. By submitting this form, parents acknowledge that they have read the attendance policy of the Kankakee Valley School Corporation and realize the implication of this absence in terms of total days missed. Teacher and Principal signatures are required.

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 each school year and normally 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 absence, it does count against perfect attendance and/or final exam exemptions.

Administrative Excused absences: The administration reserves the right to excuse students from school, these absences must be pre-approved by administration. This includes, but not limited to; funerals, school functions, religious, and college visits and extra-curricular

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activities. Eighteen-year-old non-emancipated students enrolled in this school must comply with all attendance procedures.

Absences and Extra Curricular Activities: Students who are not present at school may not attend extracurricular events that day. Student athletes who miss more than one (1) class period with a parent note will not be allowed to practice or play in a scheduled contest on the day of the absence. (See athletic handbook p. 3)

PROJECT ATTEND

Project Attend is a countywide attendance program involving the Jasper County judicial system, sheriff's department, probation, and schools aimed at encouraging and improving student attendance. Parents of students whose attendance is not in compliance with school policy will enter into this program and meet with school administrators, Director of Attendance, and School Resource Officers in order to address the issue.

Consequences of unexcused absences

Habitual absences from a class period may result in consequences.
6 absences from 1 class is considered 1 day unexcused absence.

All unexcused absences will trigger an automated phone call home. Consequences for specific absences are listed below.

4th Unexcused = 1 ISS
7th Unexcused = 3 ISS + Project Attend Warning
8th Unexcused = Project Attend Meeting
9th Unexcused = Home visit by school official
10th Unexcused = 5 ISS
12th Unexcused = Phone call/home visit from school official
13th Unexcused = 3 OSS
16th Unexcused = 5 OSS + 2nd Project Attend Meeting
17th Unexcused = Home visit by school official
18th Unexcused = Referral to Probation

Late Work and Unexcused -- Teachers do not have to give full credit for late work if the absence is unexcused.

TARDIES

Students who arrive at school between 7:25-7:35 a.m. will be considered tardy and given a pass from the back door attendant. Arriving to first period class beyond 7:35 a.m. will be considered unexcused unless with a parent note or phone call for that class period. If students arrive after 7:35 a.m., they are to report to the office to check in so proper attendance can be taken.

Tardies to class will result in disciplinary action.

All classes other than first period: students are considered tardy to class if they are up to 2 minutes late. If a student is 3 or more minutes late they are considered out-of-area. If a student is 10 minutes late, they are considered truant.

Tardies will start over at the beginning of each semester.

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Teachers will report tardies after the following.

3rd Tardy--detention
6th Tardy--detention
8th Tardy - 1 Day ISS
10th Tardy--2 Days ISS
12th Tardy--3 Days ISS
14th Tardy--2 Days OSS
16th Tardy--3 Days OSS
18th Tardy--5 Days OSS with the recommendation for expulsion.

TRUANCY POLICY

Kankakee Valley High School has a closed-campus policy in effect for all students. After arriving at school (by bus or personal vehicle), no student is permitted to leave the school grounds anytime during the day (including lunch periods), unless for a medical appointment or a parent signs a student out of school in person. Students not attending one or more class periods will be considered truant. Any student who is truant four times in a given school year will be considered to be "habitual truant".

Truancy is consequences are:

1st offense - Notification of parents, 1 day in-school suspension.
2nd offense - Notification of parents and three (3) days in-school suspension.
3rd offense - Notification of parents, other possible consequences--Project Attend meeting with SRO and possible referral to Jasper County Prosecutor and five (5) days out of school suspension.
4th offense - Notification of parents, ten (10) days out of school suspension, and request for expulsion.

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 meeting will take place after the end of the semester.

The Attendance Waiver Committee (consisting of the principal, assistant principals, guidance counselors and support staff), student and parent/guardian set up a time and date for the attendance waiver meeting.

Procedures for the Attendance Waiver Meeting:

1. The committee reviews the attendance record and notes where the violations of the attendance policy took place by the student for all those present at the meeting.
2. The student and the parent/guardian present any new evidence to verify or clarify student absences. They may also offer comments and information that was unknown before the meeting took place.

3. The committee members present may then ask questions of the student and/or parent/guardian regarding the student's attendance, absences, academic performance and behavior in class.
4. The student and/or parent/guardian may ask any questions related to the student's attendance and the meeting.
5. When the student and/or parent/guardian are finished with asking any questions, they will be dismissed and the committee will sit in closed session to evaluate the student's attendance record, consider any new information presented, and decide on a case-by-case basis whether or not to issue an attendance waiver to the student. The reasoning/rationale of the committee will not be discussed with the student and/or the parent/guardian.
6. The student and parent/guardian will be notified by the school regarding the results of the attendance waiver meeting within two (2) school days.

ACADEMIC INTERVENTIONS

Once a week during SRT students could participate in Academic Interventions. This program is designed to assist students on a particular concept or skill in a subject area. Teachers provide a list of who will participate in the interventions for the week. Participation is communicated to the students in multiple ways. It is the expectation that if you are notified to participate in interventions, then you will show up to your assigned room. Failure to participate will result in an after school detention. Repeat offenses may receive increased consequences.

ADVISORY PERIOD (SRT/FRESHMAN FOCUS) **STUDENT RESOURCE TIME (SRT)**

SRT is a period designed to provide students with a variety of academic and enrichment/remedial opportunities.

FRESHMAN FOCUS

Designed for every freshman, the Freshman Focus curriculum is an entire year program that is structured with specific objectives, lesson plans, and activities. It is designed to cover the myriad of topics that a ninth grade student needs to know for academic and social success in high school. Lessons range from stressing the importance of school spirit, to effective note taking and study skills, getting along with others and completing college applications.

A key component of the Freshman Focus is mentorship. The opportunity is present for ninth grade students to learn from and model the behavior of respected teachers and upperclassmen. A group of three student leaders and one teacher mentor are assigned to no more than twenty freshmen. The teacher and student mentors work together to deliver the Freshman Focus content. Some lessons are led by the teacher, others are