



DEVELOP THE HABIT OF GOOD SCHOOL ATTENDANCE EARLY

1

Bed Time Routine



Sleep is crucial for your child's mental and physical health. Research shows that sleep affects alertness, attention, cognitive performance, mood, resiliency, vocabulary acquisition, learning, and memory, all of which contribute to happiness. Elementary school-aged children need 9 to 12 hours of sleep each day. As part of the bedtime routine, consider incorporating bath or shower time, reading a story, and taking time to speak with your child about the positive aspects of their day.

2

Prep for Morning Routine



The night before school, do the following:

- Lay out clothes
- Pack lunch
- Ensure backpack is ready and by the door
- Set morning alarm

3

Transportation



Make sure students are set up with consistent transportation whether that is by school bus or being a car rider. Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent. Communicate with the school if there needs to be changes made.

4

Protect School Hours



Our school hours are from 8:00 am-2:45 pm. We want our students to value this time as their time to grow, learn, and develop socially. Please avoid scheduling medical appointments and extended trips with school is in session. This will show students that school time is vital and uninterrupted.



CHRONIC ABSENCES

18 or more days



WARNING SIGNS

10 to 17 days



GOOD ATTENDANCE

9 or fewer absences

Did You Know?

Each day a student misses school is six (6) hours and fifty (50) minutes of academic instruction they do not receive. State of Indiana-specific research shows that students who attend school less than 94% of the time experience negative academic impacts as a result. Students who attend 94% of the time miss less than 11 days of school for the year.



ATTENDANCE GUIDELINES AND PARENT RESPONSIBILITY

1

Parent Contact



Parents are responsible for contacting the school each day a student is absent. Parents are required to call the front office and/or attendance hotline to let the school know the reason the student is absent.

2

Excused Absences

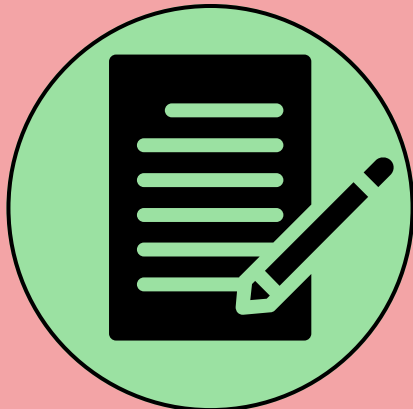


Excused absences according to the SCSC attendance policy:

- Student illness with doctor's excuse
- Student illness with a parent contact up to 2 every nine-week grading period
- Dental/Medical with doctor's note
- Death in the immediate family
- Court or legal appointment
- Religious observance (principal approval is needed)
- Educational reason (principal approval is needed)
- Sent home by school personnel for medical or other reason

3

Reporting and Excessive Absences



Excessive absences and tardiness may cause the student/parent to be referred to Child Protective Services. Additionally, school resource officers will be sent to the home for welfare checks when a student is excessively absent, no parent contact has been made, and the school has attempted to contact the family.

How Sick is Too Sick?

This information sheet is designed to be used as a general guidance for parents. If parents have medical questions, they are encouraged to consult with a healthcare provider.

Symptom	Send to School	Keep at Home
Fever	During the past 24 hours, the student's temperature has been below 100.4 degrees and no fever reducing medication has been taken.	During the past 24 hours, the student's temperature has been more than 100.4 degrees.
Diarrhea	During the past 24 hours, no more than one watery stool has occurred.	During the past 24 hours, more than one watery stool has occurred.
Vomiting	During the past 24 hours, no vomiting has occurred.	During the past 24 hours, vomiting has occurred.
Eyes	Eyes may be itchy, but are not red, crusty, or draining.	Eyes are pink, draining, crusty, itching, painful, sensitive to light, or student has vision changes.
Cough/Runny Nose	Slight cough or runny nose, but no fever, and the student is able to cover cough, blow nose, and wash hands.	Symptoms are severe enough that the student is unable to learn. The student has a fever, or is unable to cover cough, blow nose, or wash hands.
Rash	Rash is not draining or spreading. The student does not have a fever, and symptoms of itching are not severe enough to impede learning.	Rash is bothersome and distracting. The student has a fever or severe itching, or rash is spreading or draining.
Asthma	Symptoms are well controlled and the student knows when to contact a school adult for assistance or the student has an asthma action plan on file at the school and is following the plan.	Symptoms are not well controlled. The student is not able to recognize when he/she needs assistance, and no asthma action plan is on file at the school.

Habitually Truant Students

The Superintendent shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process which:

- identifies the habitual truant, that is, a K-12 student who is chronically absent by having unexcused absences from school for more than 10 days in one (1) school year. Additionally, a student who has unexcused absences for five (5) school days in a ten (10) week period is also considered a habitual truant student.
- administration investigates the cause(s) of his/her truant behavior;
- administration conducts an attendance conference to create a plan to prevent future absences for K-6 students;
- administration considers, when appropriate, modification of his/her educational program to meet particular needs which may be causing the truancy;
- administration ensures that truant students are disciplined in accordance with the corporation's policies and administrative guidelines on student discipline;