

improved as determined by the administration upon review of the student's attendance record. In addition, a student who has been designated as habitual truant may not be allowed to participate or continue to participate in extracurricular activities and /or co-curricular activities.

KVSC Attendance Policy

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. All communication, including doctor's notes, need to be reported to the school office within two (2) school days..

PRE-PLANNED ABSENCE FORM

Families must submit the [KVSC Pre-Planned Absence Form](#) to the school office at least two (2) 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.

KVSC Attendance Guidelines

The partnership between each student, guardian, and school helps establish self-discipline and responsibility in developing life skills and healthy habits for entry into the adult world. Guardians are asked to work with each school to eliminate unnecessary absences. **Absences are accumulated throughout the year.**

UNEXCUSED ABSENCE ATTENDANCE PROCEDURES

Four (4) Day Warning Letter

- KVSC parents/guardians will receive a letter in the mail or via email when a student has accumulated **four (4) unexcused absences.**
- Individual school student handbooks will detail specific consequences to go along with the Four Day Warning Letter.

Eight (8) Day Letter

- KVSC parents/guardians will receive a letter in the mail or via email when a student has accumulated **eight (8) unexcused absences.**
- The Director of Attendance calls parents to set up a [Project Attend Meeting.](#)
- School Administrator, Director of Attendance, and SRO will attend a meeting to discuss Indiana state attendance requirements.
- [School Attendance Agreement](#) will be discussed and signed at the meeting.