

## **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 voicemail. In cases where a parent/guardian does not have access to a telephone, a signed note may be turned in on 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.