

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 parents/guardians 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.