



# **Kankakee Valley School Corporation**

**Kankakee Valley High School  
Kankakee Valley Middle School  
Kankakee Valley Intermediate School  
DeMotte Elementary School  
Wheatfield Elementary School**

## **Attendance Policy**

**2025-2026**

# Kankakee Valley School Corporation

## ATTENDANCE PHILOSOPHY

The Kankakee Valley School Corporation attendance regulations are expressed to create positive attendance habits that will promote self discipline and work ethic throughout life. The Kankakee Valley School Corporation understands that sometimes a student's absence is necessary or unavoidable; however, 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.)

**IC 20-33-2.5 and IC 20-33-2.5-5** requires schools to hold an attendance conference with the child's parent or legal guardian, teacher, and administrator to collaborate with the school to develop an attendance improvement plan. This meeting will be held when a child has five (5) unexcused absences in a ten (10) week period.

## 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**

An excused absence may be granted for all or part of a day when the parents notify the school within two (2) school days. It is important to note that excused absences are included in the total count towards Chronic Absenteeism (see below).

- Absence due to student's illness or injury with written communication or phone call from parent/guardian or doctor within two (2) school days..
- 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. Unexcused absences are a serious matter and are subject to disciplinary action, including Project Attend and referral to the Indiana Department of Child Services.

- No Note or No Phone Call within two (2) school days.
- Family errands
- Missing the bus
- Family vacation beyond five (5) days.
- Recreation

## **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. A considerable amount of Tardies may result in being addressed by school personnel.

## **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 including excused days. Absenteeism is a serious matter and administrative actions and/or discipline may be taken.

In accordance with **IC 20-33-2-11**, KVSC reserves the right to restrict any student who is habitually truant from obtaining a learner's permit until the age of 18 years, or until the student's attendance record has

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.

- KVSC School Resource Officer, SRO, will notify the prosecutor and probation.
- Individual school student handbooks will detail specific consequences to go along with the Eight Day Letter.

### **Ten (10) Day Letter**

- KVSC parents/guardians will receive a letter in the mail or via email when a student has accumulated **ten (10) unexcused absences**.
  - Families will be referred to the prosecutor and probation.
  - This is a violation of **IC 20-20-8-8** on habitual truancy.
- Individual school student handbooks will detail specific consequences to go along with the Ten Day Letter.

## **CHRONIC ABSENTEEISM LETTERS**

### **Twelve (12) Day Letter**

- KVSC parents/guardians will receive a letter in the mail or via email when a student has accumulated a **combination of twelve (12) unexcused and/or excused absences**.
- Individual school student handbooks will detail specific consequences to go along with the Twelve Day Letter.

### **Sixteen (16) Day Letter**

- KVSC parents/guardians will receive a letter in the mail or via email when a student has accumulated **sixteen (16) unexcused and/or excused 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.
- KVSC School Resource Officer, SRO, will notify the prosecutor and probation.
- Individual school student handbooks will detail specific consequences to go along with the Sixteen Day Letter.

### **Eighteen (18) Day Letter**

- KVSC parents/guardians will receive a letter in the mail or via email when a student has accumulated a **combination of eighteen (18) unexcused and/or excused absences**.
- Families will be referred to the prosecutor and probation.
- This is a violation of **IC 20-20-8-8** on chronic absenteeism.
- Individual school student handbooks will detail specific consequences to go along with the Eighteen Day Letter.

### **Truancy Prevention K-6**

- Truancy Prevention Measures shall mean actions designed to address truancy before a student becomes a habitual truant and to minimize the need for referrals to a voluntary truancy prevention program or reports to a juvenile court.
- A student in Kindergarten through Grade 6 who is absent from school five (5) days within a ten (10) week period without being excused or absent in conformity with a note on file from the student's doctor, therapist, or other authorized professional requesting frequent absences be excused under the students IEP or 504 plans would be considered truant.