

**INDIAN CREEK MIDDLE SCHOOL**  
**2015 - 2016**  
**ATTENDANCE POLICY**

The School Board requires all students enrolled in the schools of this Corporation to attend regularly in accordance with the laws of the State. The Corporation's educational program depends on the consistent presence of all students to achieve continuity of instruction and a successful educational climate.

A parent/guardian must report all absences prior to the start of the school day.

**LOST INSTRUCTION TIMELINE**

**Late Arrival** -- Student who crosses the threshold of the school after the designated start time: 8:11 at ICMS.

**Lost Instructional Time** -- Student who misses less than two (2) hours of instructional time throughout the day.

**Half-day** -- Student missing between two (2) and three (3) hours of instructional time within a school day.

**UNEXCUSED/UNACCEPTABLE ABSENCE UNTIL ACCEPTABLE VERIFICATION RECEIVED**

**Death of an immediate family member**

- Obituary or Funeral Home Bereavement Card signifying family relationship.

**Hospitalization and / or Quarantine**

- Written notification from a competent physician.

**Professional Appointments (i.e. Medical, Dental, Vision Appointment)**

- Notice after appointment must be submitted within 30 calendar days to the office.
- Student name must be identified as the one seen by the professional.
- The date and time of the appointment must be documented by the professional.
- The date of return must be documented by the professional.
- Expected limitations and duration must be documented by the professional when applicable.

**Physical or Mental Incapacitation**

- Official Letter of Incapacitation signed by a competent Physician.
- Physician must indicate start and projected end date of the Letter of Incapacity.
- Physician must indicate student's diagnoses and symptoms specific to the Letter of Incapacity.

**Required Court Attendance**

- Written court documentation of court appearance.

**Incarcerations**

- Written court documentation of detainment from a Juvenile Justice Representative.

**Observance of a Recognized Religious Holiday**

**EXCUSED/ACCEPTABLE ABSENCES**

1. Unexcused absences in which acceptable verification has been received.
2. The day of, and the day following, a student being sent home by the school clinic.
3. Out-of-School-Suspension
4. Exempt by Statute
  - a. Service as a Page or as an Honoree of the General Assembly
  - b. Service on Precinct Election Board or for Political Candidate or Parties
  - c. Witness in Judicial Proceeding
  - d. Educationally Related Non-classroom Activity

**UNEXCUSED/UNACCEPTABLE ABSENCES**

1. Any absence in which acceptable verification has not been received.
2. Truancy – A student who has lost instructional time without the knowledge of the parent/guardian.

3. Pre-arranged or unreported absences; i.e., vacation.

### **CONSEQUENCES**

1. **Warning Letter** – Sent when a student has missed an accumulation of seven (7) days of unexcused instructional time and/or seven (7) occurrences of lost instructional time less than two (2) hours.

2. **Official Notice** – Sent when a student has missed an accumulation of 10 days of unexcused instructional time and/or 10 occurrences of lost instructional time less than two (2) hours.

3. **FRP Referral** – Made by the school when a student has missed an accumulation of 10 days of unexcused instructional time and/or 10 occurrences of unexcused lost instructional time less than two (2) hours.

4. **FRP Action** – Family Resource Officer will meet with the parent/guardian when a student has missed an accumulation of 10 days of unexcused instructional time and/or 10 occurrences of unexcused lost instructional time less than two (2) hours, to complete a needs assessment, read and sign compulsory attendance laws and school attendance policies, and sign an action plan.

5. **Failed Action** – Family Resource Officer will send notice to the parent/guardian to report to the Nurturing Parenting Program when and if the following has occurred:

- a. The parent/guardian fails to meet with a Family Resource Officer
- b. The student misses an accumulation of 15 full days of unexcused/unacceptable instructional time.

6. **Charges Filed** – Family Resource Officer will file charges of parental or Educational neglect against the Parent/Guardian, through the Johnson County Prosecutors Officer, when and if the following occurs:

- a. The parent/guardian fails to attend the Nurturing Parenting Program and complete 19 hours of class.
- b. The parent/guardian fails to respond to attempts to notify them of escalating lost instructional time beyond the 15 day notice

### **TARDINESS**

- The prompt arrival of students prepares them for success the entire day. Students who report late to school must check in at the main office to obtain admittance to the building.
- When a student has reached his/her seventh (7th) tardy, a letter is sent from the school notifying the parent.
- Upon the 10th tardy, the school will send notice to the Family Resource Program for further consideration.
- Instruction is taking place throughout the entire school day. Teachers teach up to and until the last five (5) minutes of the day. Students who are picked up before the five-minute-to-dismissal announcement will receive a Tardy-Left Early designation. This category of tardy will count the same as a tardy at the start of the school day.