

SECTION IV – STUDENT CONDUCT

ATTENDANCE

School-Attendance Policy

It is imperative that students be in attendance each school day. Learning is a result from active participation in classroom and other school activities which cannot be replaced by individual study.

This policy addresses students in grades 6—12 who have either excessive excused absences or unexcused absences

Excused absences include college/high school visit, court appearance, death in the immediate family, personal illness (Physician’s notes required after seven days.), religious holidays, possession of a note from a physician stating that the student should not attend school that day, and serving as a page for state legislature.

Parents must provide an explanation for their child’s absence by no later than 10:00 AM on the day of the absence. They are to call the school’s attendance officer and explain the reason for the absence. When a student is absent and no verification has been received, parents will be notified by the school. Disciplinary action will be taken if the child is deemed to be truant. Students have 48 hours to have the absence verified by the parent. If no notification is received, then the absence(s) will be unexcused. Students who are absent from school or are sent home ill are not permitted to attend extracurricular activities on the day of the absence. A student must be in attendance at least the last ½ of the school day in order to participate in or to attend an extracurricular activity.

Absence Policy Implementation:

1st Unexcused Absence	<ul style="list-style-type: none"> • Contact will be made with the parent(s) upon the first unexcused absence or the seventh total absence from school. • Additionally, the social worker will meet with the student.
2nd Unexcused Absence	<ul style="list-style-type: none"> • A meeting will be held at school or home with the student and parent(s) regarding the second unexcused absence. • An attendance contract will be signed.
3rd Unexcused Absence	<ul style="list-style-type: none"> • A referral to Project Attend will be made at the third unexcused absence. Project Attend is a program through the Hendricks County Juvenile Probation Department to help prevent truancy and to assist schools with student attendance. • As a last effort, the probation officer through Project Attend may file charges against a student.
5th Total Absence (Excused and/or Unexcused)	<ul style="list-style-type: none"> • When a student misses 5 days of school without providing a doctor’s note, the student will meet with the school social worker at schools and a letter will be sent home through the mail to parents. • At the student’s meeting with the social worker, the student will be informed of his/her current attendance and will be told of the consequence of future absences. Additionally, barriers to attendance will be identified and a plan developed to assist the student in improving his/her attendance.
9th Total Absence (Excused and/or Unexcused)	<ul style="list-style-type: none"> • When a student misses nine excused days of school, the social worker will meet with the student and parent(s) to discuss obtaining a Certificate of Incapacity from a doctor. • A release of information from the doctor will also be discussed to facilitate communication between the doctor’s office and the school.
Excessive Absenteeism 10 or More Absences per Semester (Excused and/or Unexcused)	<ul style="list-style-type: none"> • Excessive absenteeism shall be defined as exceeding 10 days per semester. • Loss of credit may result from absences over 10 days. • Extenuating circumstances, such as a lengthy illness or other medical concern, will be handled on a case by case basis by the school’s administration. Appeals regarding excessive absences may be made to an appeal committee.

Documentation of all meetings will be kept in a secured file cabinet in the social worker’s office.

Truancy

Students absent from school without the permission and/or knowledge of their parent(s) or school officials will be regarded as truant. Students who are truant shall be subject to disciplinary action. Teachers will be notified of truancy and disciplinary action by the office. If a student is truant twice during the school year, s/he will be considered a habitual truant, and a report will be filed with Project Attend. Truancy may have an effect on a student's Indiana driver's license—both the application and current possession

Students who have absences classified as excused will have the benefit of make-up work for credit. Students will have one day for each day of absence to turn in make-up work. Work assigned before an absence occurs will be due on the assigned date or on the first day the student returns from his/her absence unless alternative arrangements are made with the teacher. Students attending the funeral of someone significant to their family may be excused with approval from a building level administrator.

Students who are considered medically to be chronically ill may be eligible for homebound services. Please contact the school district's registrar for more information regarding homebound services.

High School Visitation

Most high schools understand the importance of school attendance and schedule visitation time during after school hours. Eighth grade students pursuing attendance at a high school other than Brownsburg High School may have one day excused for visitation purposes. The parent must verify the pre-arranged visit by contacting the attendance secretary prior to the date of the visitation. Afterwards, the student must bring an official document, usually a statement on school letterhead, from that high school indicating the student was in attendance and the time/length of the visit. The student will be responsible for following the above procedure. If not followed, the absence shall be considered unexcused. Any visitation, excused or unexcused, will go against the perfect attendance policy. To avoid counting against a student's attendance record, we encourage students to use teacher in-service days where school is not in session.

Unexcused Absences

When a student misses school due to an unexcused absence, the following criteria apply:

1. The student has one day per absence to complete any make-up work.
2. No penalty will be given for any assignment, project, or test that is worth more than 10% of the total grade in a nine-week grading period. Students, however, must request the work on the first day of the return to school to be eligible for full credit.
3. Homework and quizzes (not at the 10% level) may be made up for one-half credit. Students must request this work on the first day of the return to school to be eligible to receive the work at one-half credit.

Homework Requests

Parents will be able to leave messages for teachers or access homework through the internet, e-mail, or phone. In the event of an absence, parents and students may access PowerSchool to identify any missed assignments. If the student's books are not already at home, a parent may come in to school to pick up any books and any other materials.

Leaving During the School Day

When a student must leave during the school day at any time other than dismissal time, a parent or guardian needs to sign the student out. Students leaving school premises without permission will be considered truant and will not be readmitted until parents have been contacted. Whenever a student misses part of the school day, he/she is considered present only for those classes that he/she is present for at least 1/2 of the class period. Parents must have photo identification available when signing out student(s).

Suspension from School Absences

Absence from school due to suspension shall be considered an authorized absence.

- A suspended student will be responsible for making up School work lost due to suspension within the number of the days issued for the suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from School. Assignments may be obtained from the Attendance Office beginning with the second day of a suspension. Make up of missed tests may be scheduled when the student returns to School.
- The student will be given credit for properly-completed assignments and a grade on any made-up tests.

Excessive Absences

Excessive absenteeism shall be defined as exceeding ten (10) days per semester. Loss of credit may result from absences over ten (10) days. Extenuating circumstances will be handled on a case by case basis by the administration. Appeals regarding excessive absences may be made to an appeal committee.

Tardiness

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at School, s/he is to report to the School office before going to his/her first assigned location. Any student who is late to class shall have consequences issued by the teacher. Students who miss more than half of the class will be considered absent for that instructional period. Consequences for tardiness shall not be grade-related. If a student is tardy for any part of the day, the student is not eligible for an attendance award. 1st – 3rd tardy: teacher assigned consequence; 4th – 5th tardy: detention; 6th tardy: Friday School; 7th tardy: referral to administration. Tardy counts start over each quarter.

Any time a student is late to school a parent should call in, send a note, or come into the office to sign-in the student. If less than one-half of the period is remaining, the missed time shall be considered an unexcused absence to that class.

Emergency Leaves

The school recognizes that students may need to accompany parents in a family emergency situation, which will result in the student's absence from school. Parents must call the school to report this situation. Upon receiving this information, the school may approve credit for make-up work for emergency situations such as a death or serious illness. Other special student leave requests will not be granted. Absences for leaves other than emergencies will result in no credit for student work due to an unexcused absence.

Snow Make-up Days

In the event a scheduled non-attendance day is used as a snow make-up day as indicated on the Corporation school calendar, an absence from school on that non-attendance day will be considered unexcused.

Perfect Attendance

In order for a student to have perfect attendance, he/she must not be tardy or miss any part of the school day. Students who have three-year perfect attendance and have their book rental paid in full for three years earn a \$50.00 savings bond.

Address Changes within the School Corporation

To ensure proper lines of communication, the School requires that any enrolled student who changes addresses within the School Corporation provide documentation of their new address. If a student's address within the school corporation changes please visit the guidance office or www.brownsburg.k12.in.us to obtain the proper documentation forms.