

## **DELTA MIDDLE SCHOOL ATTENDANCE POLICY**

### **Attendance Procedure:**

Parents are to telephone the school by 9:00 a.m. the day of absence or send a signed note the first day the student returns to school. **Physician statements and other necessary documentation are to be turned in within two days of returning to school in order for the day's absence to be certified.**

### **Make-up Work:**

The student shall be responsible for making arrangements with teachers for make-up work. A student will be given one day for each day absent to complete all make-up work, unless given an extension of time by the teacher concerned. Students participating in school sponsored field trips will have all work completed on their return to school the following day. Requests for homework need to go through the office after a student has been absent for three (3) consecutive days.

### **Absences:**

Parents or legal guardians are responsible that their student is in school daily. State statute requires parents to take responsibility for their child's attendance. Students are required to be in attendance every day unless the appropriate certification for excuse is submitted. Students must accept the responsibility of attending school and classes. Regular attendance and punctuality are expected and essential for success in school.

Any student absent for more than seven (7) days during any semester will be subject to school disciplinary procedures to make up the time missed. Students who have excessive absences as defined in this section will be subject to school discipline. Excessive absences are considered to be over seven (7) absences.

Exceptions to the compulsory attendance that shall be recognized by the school corporation as provided by the State statute are as follows:

- a. Service as a page or honoree of the general assembly (I.C. 20-33-2-14)
- b. Service on a precinct election board or helper to a political candidate on the date of an election (I.C. 20-33-2-15)
- c. Subpoena to appear in court as a witness in a judicial proceeding (I.C. 20-33-2-16)
- d. Participating as a member of the Indiana wing of the civil air patrol for not more than five (5) days (I.C. 20-33-2-17.2)
- e. Exhibiting or participating in the Indiana State Fair for educational purposes by a student or member of the student's household (I.C. 20-33-2-17.7). The student must be in good academic standing as determined by the Corporation. Parents must request the absence in writing, it must be approved in writing by the principal, and it may not exceed five (5) days.

**For any of the exceptions listed above, a student shall not be recorded as absent from school.**

### **Absences not counting toward the seven (7) day limit include (if properly certified):**

- 1) Documentation from a visit to a physician/dentist office or other medical facility or court appearance

The note **must** be from the doctor or from court personnel. The note must contain the student's name and the specific dates and times of the appointments or days asking to be

excused. Parents are encouraged to schedule medical, dental, legal, and other necessary professional appointments other than during school hours.

- 2) Death in the family
- 3) A note from the parent/guardian stating the medical reason for the absence. The parent/guardian must call the school to verify the absence on the date of the absence, and the note must be sent with the student upon the student's return to school. Students may have no more than 5 excused absences with parent/guardian notes.
- 4) Recovery from an accident
- 5) Observation or celebration of a bona fide religious holiday in accordance with Policy 5223.
- 6) Military connected families' absences related to deployment and return.
- 7) Participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the school corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal (I.C. 20-33-2-17.5)
- 8) Out of school suspension
- 9) Prearranged absences approved by the principal
- 10) Such other good cause as may be acceptable to the Superintendent or permitted by law.

All other absences shall count towards the seven (7) day limit. The principal or his designee will periodically review student attendance throughout the semester. Chronic medical concerns may be addressed at the time of the administrative review. A letter will be sent to the parent/guardian upon the seventh (7) uncertified absences. The principal or his designee will require students to make up time missed due to uncertified absences in the following manner:

- a) Sixth (6th) uncertified absence –warning Thursday School
- b) Eighth (8th) uncertified absence- Thursday School
- c) Tenth (10th) uncertified absence-Three (3) days of ISS and parent conference
- d) Twelfth (12th) uncertified absence-Three (3) days OSS/PASS and parent conference
- e) Fifteenth (15th) uncertified absence-Ten (10) days suspension and recommendation for expulsion. Juvenile probation may also be contacted at this time, or at a previous time.