

West Lafayette Intermediate School ATTENDANCE POLICY

Regular school attendance is important to the educational growth of students. Parents are encouraged to remind their children that consistent attendance and the completion of daily school assignments will result in a continuity of the instructional process, higher grades and a more enjoyable school experience.

Classroom attendance and participation of a student are critical elements of the learning process. The most productive use of teacher and student time occurs when students are prompt and in regular attendance. Absences and tardiness disrupt the teaching process and adversely affect student performance. A student's attendance pattern is evidence of a seriousness of purpose. Students may be referred to the Truancy Mediation program if absences total more than nine days per semester (Minimum Attendance Rule).

The following attendance regulations exist to assist the parents and school team to work together to help students develop good punctuality and attendance patterns. There are two types of absence categories: EXEMPT from the Minimum Attendance Rule or NON-EXEMPT from the rule. The maximum number of NON-EXEMPT absences allowable per semester is nine. Descriptions of the types of absences in each category are listed below.

DEFINITIONS:

Exempt Absences:

Written verification must be provided for all types of exempt absences. The written excuses must be turned in to the office within 24 hours of the student's return to school. If no verification is received, then the absence will be marked unexcused.

The following absences are exempt from the minimum attendance policy:

- a. Absences due to medical or dental appointment with verification from a health professional.
 - ❖ A non-redacted form completed and signed by an official health professional which includes the date and time of appointment.
 - ❖ If the appointment takes place during the school day, parents must come in to the office and sign out your child.
- b. Hospitalization or students homebound with a medical condition with verification from a medical doctor.
- c. Personal illness due to an acute or chronic condition with verification from health professional.
- d. Other exempt absences:
 - ❖ Mandated court appearances (Indiana statute)
 - ❖ Death of member of household or immediate family with proper documentation for up to five days, if needed for travel. "Immediate family" is interpreted as including father, mother, brother, sister, legal guardian, grandparent, aunt, uncle, and first cousin.
 - ❖ Recognized religious holidays which are celebrated in the family's faith.
 - ❖ Absence for an educational opportunity that is approved.

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Non-Exempt Absences:

All other absences except those caused by school disciplinary suspensions and absences declared as truancy shall be considered **Non-Exempt or Unexcused**. Parents may use a parent approved non-exempt absence up to nine times per semester without violating the student attendance policy. (This includes illness, vacation, family business, etc.)

A non-exempt unexcused absence is documented when no verification is provided to the office within 24 hours of absence.

When a student has accumulated **three** non-exempt absences, the parent/guardian will be notified. When the student has accumulated **six** non-exempt absences a conference will be requested with the proper school officials and parent/guardian to determine the nature of the absences. When the student accumulates **nine** non-exempt absences the parent/guardian will be notified and truancy discussed. Any non-exempt/unexcused absences beyond **nine** may result to Truancy Mediation.

Tardiness:

A student who is not *seated* and prepared for class at the 8:00 a.m. bell is considered tardy. *Excessive or habitual tardiness is defined as a student having been tardy five times in a semester.* If a student is in attendance but late to a class, the student will be subject to the disciplinary rules of the teacher in charge of the class.

Excused Tardy:

Tardies are only excused with verification of a medical appointment, funeral or religious service and must be turned into the office within 48 hours of the student's return to school. If no verification is submitted then the tardy will be marked unexcused.

Unexcused Tardy:

Any tardy not meeting the requirements for "excused tardy" shall be considered an unexcused tardy. A student who arrives after 8:20 a.m. without verification, will be considered tardy-truant. Each tardy-truant will be considered unexcused and will be subject to the tardy procedures along with Truancy Mediation procedures. A student will receive an unexcused tardy if they return late from lunch unless proper documentation is provided, i.e. doctor's note.

When a student has accumulated **three** unexcused tardies/tardy-truants, the parent/guardian will be notified. Each additional tardy/tardy-truant will result in the student reporting to the homework room during their lunch recess. When the student has accumulated five tardies/tardy-truant, a detention will be assigned. The detention may be before or after school. A conference will be requested with the parent/guardian to determine the nature of the tardies. Excessive tardy-truants may result in referral to Truancy Mediation.

ABSENCE PROCEDURES:

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Parents:

- a. Parents are requested to call (765-269-4308) or email (hhattendance@wl.k12.in.us) the attendance line each day, before 9:00 a.m., if a student will not be attending
- b. A non-reported absence, after 24 hours, will be documented as unexcused.
- c. Classroom assignments may be requested by parents and will be available on the bookshelf, inside door #16, from 2:30-5:30 p.m. If requesting assignments please do so by 9:00 a.m. to allow ample time to prepare assignments.

Students:

- a. Upon returning from an absence due to illness, a student must report to the nurse with a note from the parent or health professional before going to class.
- b. Upon returning from an absence that was not due to illness, the student should report to the office with a note from the parent explaining the reason for the absence.

SPECIAL NOTE: Teachers are not required to give homework prior to students leaving on vacation or may be absent for an extended length of time. You may check the WLIS website for the assignments. Students will be given the number of days missed to make-up all homework. For example, if a student misses two days, he/she will have two days from when they return to make-up their assignments.

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