



Book	BYLAWS AND POLICIES
Section	5000 STUDENTS
Title	ATTENDANCE AND TRUANCY
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The Indiana Department of Education requires accurate and consistent reporting of student attendance by Edison School of the Arts. The problem of truancy in the school is compounded when student absences are not reported or responded to in a consistent manner. This policy is intended to ensure that all attendance reports generated by the school and used by the Indiana Department of Education and the juvenile justice system will be correct. It also sets forth a school-wide policy aimed at reducing truancy.

#### **COMPULSORY ATTENDANCE**

Indiana's Compulsory School Attendance law requires students to attend school each year for the number of days that schools are in session. Regular school attendance is important if students are going to achieve at high levels. **EXCUSED ABSENCES**

The following types of absences are generally recognized as excused, subject to requirements set forth in I.C. 20-33-2:

- A. Documented illness or emergency
- B. Health care and social services appointments
- C. Pages in Indiana General Assembly
- D. Death in the immediate family
- E. Religious instruction commitments
- F. Subpoena as a witness in a judicial proceeding
- G. Participation in Election Day activities

- H. Active Duty in the Indiana National Guard
- I. Detention in Juvenile or Criminal Justice System

If a student is absent because of illness or emergency, the parent must contact the school the morning of the day the student is absent, and/or in the case of an elementary school student, provide a note on the day following the absence. In those cases where a student is absent for five (5) or more consecutive days as a result of illness or injury, a doctor's statement shall be required as a condition of classifying the absence as excused.

A pattern of excused absences may be an indication that the student's attendance is not in alignment with school policy and may be treated as unexcused if there is doubt as to the legitimacy of the excuses and the principal makes a determination that the absences are unexcused after an investigation by the principal. In such case, the student's parents shall be given notice of the principal's determination and afforded an opportunity to contest that determination.

### **UNEXCUSED ABSENCES**

With the exception of absences resulting from suspension, all absences other than those listed above generally shall be classified as unexcused unless extenuating circumstances, as determined by the principal, warrant that the absence be classified as excused.

The following procedures will be implemented to help ensure student attendance.

- A. Students who miss up to three (3) unexcused days within a school year will have their parents contacted by the classroom teacher. This contact should be documented by the teacher.
- B. The social worker will also contact the student's parent after the student has missed three (3) unexcused days. An additional parent contact will be made by the social worker after the student has missed a fourth unexcused day. The social worker will work with the child's parents to identify barriers to the child's attendance and possible strategies to remove these obstacles, and to develop a plan to improve the student's attendance.
- C. When a student has had five (5) unexcused absences in a school year, the student is identified as a Chronic Truant and the student's attendance records will be flagged (CT). The social worker will continue to work with the student to correct the attendance problem. The social worker will also send a certified letter to the student's parents notifying the parents of potential legal action.
- D. When a student has had ten (10) unexcused absences in a school year, the student is identified as a Habitual Truant and the student's attendance records will be

flagged (HT). If the student is enrolled in elementary school, the school will notify the county prosecutor that the parent has violated I.C. 20-33-2-27 by failing to ensure that the student attends school as required by law. If a student is enrolled in a middle school or a high school and is under the age of eighteen (18), the District will refer the student to truancy court for a violation of I.C. 20-33-2 (compulsory school attendance). Students who are determined to be in violation of I.C. 20-33-2 may be placed on probation by court and will be monitored more closely by the social worker. If a student violates the terms of probation, the student will be referred back to court for additional action. During any stage, the social worker and/or guidance counselor is encouraged to work with families to remove barriers that prevent regular school attendance.