

ATTENDANCE/TARDINESS/EARLY DEPARTURES

Attendance: Indiana State law requires all children of elementary school age to attend school every day. Students are expected to be on time for classes in order to benefit from the instructional program and to develop the good habits of self-discipline, responsibility, and punctuality. Good attendance is vital if students are to do well in school. Please remember that a phone call on the day of the absence and a signed note from the parent explaining a student's absence is required. A phone call and/or a signed letter from a parent must be received by the school within 48 hours of the student absence. If the absence is not reported within the 48 hour window then the absence will be documented as a waiver day (see below for details regarding waiver days). If the student has reached their limit of five waiver days then the absence will be documented as unexcused. Upon returning to school, it is the student's responsibility to check with his/her teachers to make up work and tests. A student is considered absent half day in the morning if he/she arrives after 11:30. A student is considered absent half day in the afternoon if he/she leaves before 11:30. Parents should arrange medical appointments so their children do not miss any part of the school day. Any student who accumulates 4 absences (excused or unexcused) will receive an attendance letter from the building principal. Any student who accumulates 7 absences (excused or unexcused) will receive an attendance letter from the district attendance officer. A student who accumulates 10 or more absences per year may be recommended to the Scott County Attendance Review Board (SCARB). A student who accumulates 20 or more absences (excused or unexcused) per year may be recommended for retention and/or referred to Child Protective Services.

Waiver Days

Each student will have five (5) waiver days per year. These days can be used to account for absences when a doctor's excuse is unavailable, including minor illness, family emergencies, vacation, etc. Parents must contact the school office to verify their child's absence and request that a waiver day be used. An excuse from a doctor's office or funeral home is required for all absences beyond the student's five (5) waiver days. Failure to submit an excuse will result in the student receiving an unexcused absence.

Tardiness: Tardiness interrupts your child's instructional day, so it is **very** important that he/she arrives to school on time. Students should report to the office when they arrive at school after school has started. A student who has missing assignments due to tardiness will spend their recess time completing their work. Excessive tardiness/early departures (10) will result in disciplinary action and/or reported to the district attendance officer. Any student who accumulates 8 tardies (excused or unexcused) will receive an attendance letter from the building principal. Any student who accumulates 14 tardies (excused or unexcused) will receive an attendance letter from the district attendance officer. A student who accumulates 20 or more tardies/early departures may be recommended to the Scott County Attendance Review Board (SCARB).

Early Departure: Students are considered to be departing from school early when leaving early. Students must be signed out at the office prior to leaving early. In the interest of safety, **only the individuals listed on the consent form will be allowed to sign students out!** Excessive tardiness and early departures will be reported to the district attendance officer.

Perfect Attendance Awards: SCSD2 encourages students to be present every instructional day. Students are recognized for achieving perfect attendance during each grading period and for the entire school year. All absences, INCLUDING WAIVER DAYS, **WILL BE** counted against a student's attendance. Students must meet the following guidelines in order to qualify for perfect attendance awards:

For Each Grading Period

- Student must not be counted absent for any whole or partial day during the grading period.
- Student must not accumulate more than one (1) incident of tardiness **or** early departure during the grading period.

For School Year

- Student must not be counted absent any whole or partial day during the entire school year.
- Student must not accumulate more than **four (4)** incidents of tardiness **or** early departure during the entire school year.