



Book	GUIDELINES
Section	Section C - Students
Title	C175-R1 - Attendance
Code	
Status	Active
Adopted	August 12, 2024

C175-R1

ATTENDANCE

The Board requires all students enrolled in the schools and programs it offers to attend school regularly in accordance with the laws of the State. The Board’s educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Research shows that regular attendance correlates with high achievement. ~~for this reason, FCS has determined that students may incur no more than 10 absences (per class at FCHS). All absences, excused or unexcused, count toward this limit. Exempted absences are not included in this limit.~~

“Attendance” as used in this guideline shall mean to be physically present in a school or at another location where the Board’s educational program is being offered at the times established by the Board and a teacher is being conducted.

EXCUSABLE REASONS (outlined in Policy C175) : MUST BE REPORTED WITHIN 24 HOURS

All absences must be reported to the school office. A parent/guardian must call the school to report the absence by 9:00 am.

Students/Families should produce relevant documentation (as outlined in Policy C175) within 24 hours following the day the student returns to school.

~~The Corporation accepts only the following as excusable reasons for absence from school:~~

~~An excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:~~

~~A. Professional Appointments (i.e. doctor, dentist, therapist)~~

~~Proper documentation as outlined in this policy will be required.~~

~~B. Personal Illness~~

~~The principal may require a doctor's confirmation if s/he deems it advisable, such as after 2 consecutive absences.~~

~~C. Out of School Suspension~~

~~D. Death in the Immediate Family~~

~~E. Required Court Attendance~~

~~F. Observance of a Bona Fide Religious Holiday~~

~~G. Military connected families' absences related to deployment and return~~

~~H. Recovery from a documented accident~~

~~I. Maternity Leave~~

~~J. Such other good cause as determined by law (I.C. 20-8.1-3-18 and Policy #C175).~~

~~PROFESSIONAL APPOINTMENT REQUIREMENTS~~

~~Notice of appointment will be required upon return to school. The documentation must contain the following to be considered an acceptable absence:~~

~~A. Name of Student~~

~~B. Date and Time of Appointment~~

~~C. Return date to School~~

~~D. Any limitations and their duration~~

~~Failure to produce documentation within three (3) days may result in a violation of this policy. Absences that do **not** accumulate against this guideline include field trips and/or college visits.~~

~~UNACCEPTABLE REASONS FOR ABSENCES~~

~~Any absence from school not authorized or in violation of this policy is considered unacceptable.~~

Elementary (K-6) K-12 Unexcused Absences

- A. All absences must be reported to the school office. A parent/guardian must call the school to report the absence by 9:00 a.m.
- B. Upon the **fifth unexcused** absence within a 10-week period, a parent/guardian will receive an attendance letter informing him/her of the number of unexcused absences from school. Per Senate Bill 282, families are required to conference with school administrators within five-ten instructional days of the fifth unexcused absence. At this meeting, an attendance plan will be developed and should be followed. Schools will work with families to schedule the conference at a convenient time. A school administrator, teacher, counselor, and parent/guardian should attend the conference. The parent/guardian may bring a representative if notice is provided to the school at least 48 hours before the conference.
- C. Upon the **tenth unexcused** absence and thereafter, failure to provide documentation from a physician in compliance with Board Policy C175 will be considered to be in violation of this policy. On the tenth unexcused absence, a letter is issued from the school as verification of the student's absence from attendance at school. All absences, excused or unexcused, count toward this 10-day limit. Per Senate Bill 282, an affidavit will be filed with the prosecutor's office for students accumulating **10 unexcused** absences.
- D. Upon the **fifteenth** absence, **excused or unexcused**, the school will send a notice to Johnson County Community Corrections and DCS for further action. A letter will be sent to parents/guardians as well.
- E. Upon the accumulation of **18 unexcused** absences, per Senate Bill 282, the student's attendance data will be submitted to the prosecutor's office.

Middle (7-8)

- ~~A. All absences must be reported to the school office. A parent/guardian must call the school by 9:00 a.m. to report the absence.~~
- ~~B. Upon the **fifth unexcused** absence, a parent/guardian will be given a warning notice informing him/her of the number of absences from school.~~
- ~~C. Upon the **tenth** absence and thereafter, failure to provide documentation from a physician will be considered to be in violation of this policy. On the tenth absence, a letter is issued from the school as verification of the student's attendance at school. All absences, **excused or unexcused**, count toward this 10-day limit.~~
- ~~D. Upon the **fifteenth** absence, **excused or unexcused**, the school will send a notice to Johnson County Probation/Office of Family and Children and DCS for further action.~~

High School (9-12)

- ~~A. All absences must be reported to the school office. A parent/guardian must call the school by 9:00 a.m. to report the absence.~~

- ~~b. Upon the **fifth unexcused** absence, a parent/guardian will be given a warning notice informing him/her of the number of absences from school.~~
- ~~c. Upon the **tenth** absence and thereafter, failure to provide documentation from a physician will be considered to be in violation of this policy. On the tenth absence from a class, a letter is issued from the school as verification of the student's attendance at school. All absences, **excused or unexcused**, count toward this 10-day limit. Upon the fifteenth absence, the school will send a notice to Johnson County Probation/Office of Family and Children and DCS for further action.~~
- ~~d. Due to work missed, any absence of ten (10) or above may result in loss of credit from the class.~~
- ~~e. Upon the fifteenth absence, **excused or unexcused**, the school will send a notice to Johnson County Probation/Office of Family and Children and DCS for further action.~~

EXCESSIVE ABSENCES (7-12)

~~When students reach their tenth absence, unexcused and excused, a letter will be sent home indicating that the student is in violation of the attendance policy and will be referred to Johnson County Juvenile Community Corrections at fifteen absences.~~

~~At the **10th absence**, the student/parent or guardian will be required to meet with a counselor or administrator to discuss their absences and develop an attendance contract. The following interventions can be utilized to assist with attendance concerns:~~

- ~~A. After-school detention~~
- ~~B. Referral to alternative school~~
- ~~C. Loss of driving privileges for school~~
- ~~D. Referral to Juvenile Detention for truancy~~
- ~~E. In-school suspension~~
- ~~F. Out-of-school suspension~~
- ~~G. Loss of high school credit~~
- ~~H. Possible loss of extra and co-curricular participation, prom, dances and after-school activities~~
- ~~I. Possible expulsion~~

~~Exempted absences are not included in these 5,10,15-day thresholds. (See Policy #C175.)~~

TARDINESS

The prompt arrival of students prepares them for success the entire day. Students who report late to school must check-in at the main office to obtain admittance to the building.

Middle/High School

Consequences for tardiness are outlined in the Middle/High School Handbooks.

~~PRE-ARRANGED ABSENCES~~

~~Pre-arranged absences may be considered an unacceptable absence and subject to the ten (10) day rule in all three (3) school levels. Prior to the absence, parents are expected to notify the school of the absence.~~

TRUANCY

A student shall be considered truant each day or part of the day s/he is inexcusably absent from his/her assigned location without parental knowledge. **Absence** is defined as non-present in the assigned location any time beyond the tardiness limit. A student will be considered tardy rather than absent if s/he is in his/her assigned location within ~~thirty (30)~~ twenty (20) minutes after the official start of the school day.

NOTICE TO THE INDIANA BUREAU OF MOTOR VEHICLES

In accordance with Indiana law, the building principal and/or attendance officer shall keep the Bureau of Motor Vehicles informed of each student whose truancy has resulted in at least two (2) suspensions, an expulsion, or an exclusion from school or if the student has withdrawn from school in an effort to circumvent the loss of his/her learner's permit or application for a driver's license. The student's current license cannot be revoked for habitual truancy. The building principal and/or attendance officer shall notify the Bureau of Motor Vehicles of each student who is a habitual truant.

The disciplining of truant students shall be in accord with Board policies and due process described in the Student Code of Conduct and Board Policy 5611.

STUDENTS LEAVING SCHOOL DURING THE SCHOOL DAY

- A. No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parents.
- B. No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the building principal.

CERTIFICATE OF INCAPACITY

If a parent does not send his/her child to school because of the child's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of incapacity for an attendance officer within six (6) days after it is demanded. The certificate required under this requirement shall be signed by an Indiana physician or by an individual holding a license to practice osteopathy or chiropractic in this state or by a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal.

Franklin Community School Corporation

Adopted: 8-12-24

Revised: