

# NMES ATTENDANCE POLICY

(Taken from the NMES Handbook)

Please help us at school by instilling in your child the importance of good attendance. Good school attendance will help make your child a responsible adult and a good attendee in the workplace. Regular school attendance is one of the most important factors to successful achievement in school, and daily school attendance is required by law. While there are times when students are sick and need to stay home to keep from spreading illness to other students, it is important for students to be at school as much as possible. In monitoring attendance there is a distinction between “excused” and “unexcused” absences.

If a student will be absent for the day, parents must notify the school no later than 9:00am.

**Virtual Instruction Students and COVID-19 Quarantine Students** – Virtual instruction students and students under quarantine will still fall under the attendance policy. Once placed on quarantine, the student immediately enters virtual instruction offered through the school. Students must check in by 9:00am each day via the online attendance tracking program, and in the event the student is ill and cannot participate in virtual instruction for the day, the parent/guardian must still notify the school by 9:00am if their student will be absent.

**Excused absences** are absences that the school corporation regards as legitimate reasons for being out of school, as included in the school policy. These could include the following:

1. Illness verified by note or call-in from parent/guardian (limit of 3 per semester)
2. Illness verified by note from Physician
3. Family funeral
4. Military Connected Families (e.g. absences related to deployment and return)
5. Dental/Orthodontist or other medical appointment **with** an excuse from the doctor
6. Death in the family
7. Court appearance
8. Dismissal from school by the school nurse (The following day is not automatically excused)
9. Verification of a childhood disease (example: chicken pox) by the school nurse
10. Head lice - one week maximum
11. Failure of the school bus to pick-up child
12. Situations as determined by the administrators
13. Exhibiting or exposure to COVID-19 symptoms that require quarantine. Students under quarantine must participate in virtual instruction to be counted excused.

**Unexcused absences** are absences not covered under the definition of excused. These include (but are not limited to) the following:

1. Illness verified by note from parent(s)/guardian(s) after the allotted three per semester
2. Vacation
3. Missed the bus
4. Car trouble
5. Oversleeping
6. Assuming school is closed
7. Baby-sitting/childcare for younger siblings
8. Truancy
9. Working
10. Needed at home

11. Suspension from school

12. Virtual instruction students and students under quarantine who do not check in by 9:00am daily for attendance and complete their virtual instruction assignments for each day while in quarantine.

Any school absence extending more than three days will require a doctor's note. Furthermore, if a student is absent for additional days beyond what the doctor's note permits, each of these days will be considered unexcused.

Each student is allowed to accumulate a total of sixteen unexcused absences each year or no more than **eight unexcused absences per semester**. Under Indiana Code (IC) 20-33-2-25, "an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services."

NMES will be utilizing the following continuum of interventions for unexcused absences per semester. At each student's:

4<sup>th</sup> unexcused absence – Administration will contact parent(s)/guardian(s) via phone with attendance policy reminders.

6<sup>th</sup> unexcused absence – Administration conferences with student and a letter is sent to parent(s)/guardian(s) regarding the student's standing with the school.

8<sup>th</sup> unexcused absence – Administration will utilize local and state agencies, as needed, to improve student attendance. Conferences will be held with parents regarding truancy.

#### **GUIDELINES FOR MARKING PARTIAL DAY ABSENCES**

Tardiness - Three tardies to school will be counted as one day of absence. Students are considered tardy after 8:30 AM.

Credit - Credit will be given for make-up work for all excused absences. Credit will also be given for unexcused absences within the eight-day/semester limit.

Homework Policy Regarding Absences - Teachers will not prepare homework in advance for unexcused absences such as vacations. Also, unless an illness extends beyond two (2) days, we will not prepare work to go home. If absent only one (1) day the work will be made up at school.

Notes From Home - The day following each absence, regardless of excused or unexcused nature, the student will submit a note to his teacher from the parent stating the reason for the absence.