



ANDREAN HIGH SCHOOL

CHRIST IS MY TEACHER

TYPES OF ABSENCES

EXEMPT — The student is allowed to make up the missed work and the absence is not counted against the attendance requirement. There is no limit to these absences.

EXCUSED — The student is allowed to make up the missed work and the absence is counted against the attendance requirement.

UNEXCUSED / TRUANT — These absences are counted against the attendance requirement and additional consequences may apply.

1. Exempt Absences An exempt absence is not counted toward the attendance limit. The student cannot be penalized in any way by the school for any of the following reasons:

- When serving as a page or honoree of the General Assembly
 - When serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election
 - When subpoenaed to testify in court
 - When serving with the National Guard for no more than 10 days
 - When serving with the Civil Air Patrol for up to 5 days
 - When the student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes
- School field trips and/or limited college visits fall under this exception.

2. Excused Absences An excused absence is an absence from school for any portion of the day under circumstances granted by law or recognized by Andrean High School through administrative approval. It is highly recommended that absences be avoided whenever possible; however, we recognize that on occasion such absences are necessary.

These include, but are not limited to, the following examples:

- Illness verified by contact from a parent/guardian
- Illness verified by a note from a physician (if the student is absent for more than three days)
- Previously approved family travel or approved vacation
- Family funeral
- Military-Connected Families (e.g. absences related to deployment and return)
- Emergency family situations
- Personal religious observance Regular attendance at school is required of all extracurricular participants.

After a TEN DAY limit, all excused absences may be considered unexcused, regardless of how necessary they may seem to be.

3. Unexcused Absences An unexcused absence is an absence from school for any single portion of the day under circumstances not covered by law or recognized by the school, such as oversleeping. An unexcused absence also includes an absence that is not documented and/or not called in by a parent. Unexcused absences will receive appropriate disciplinary action that adheres to the Contract/Review Policy of this handbook. Unexcused absences are accumulated for the school year.