



ANDREAN HIGH SCHOOL

CHRIST IS MY TEACHER

ATTENDANCE

The purpose of attendance services is to provide an efficient and timely means of ensuring that pupils attend school in accordance with Indiana Department of Education requirements.

A. ATTENDANCE POLICIES

Regular attendance and punctuality are essential to good performance in school. Absence from school is often the single greatest cause of poor academic achievement. Since the learning process is a progressive activity, each day's lesson is built upon class activities which took place on previous days. Whenever a class is missed, for whatever reason, that experience cannot be fully duplicated. Each student attending Andrean High School is expected to make every effort to be in school every day. Students failing to meet this expectation may suffer disciplinary consequences, referral to the administration, possible dismissal, and/or referral to probation in accordance with Indiana's Compulsory School Attendance Law.

If a student accumulates absences throughout a semester and/or school year, the student and his or her family will be reminded of the importance of attendance, updated on attendance status (Contract/Review Policy), and notified of potential consequences for attendance accumulation issues.

The state of Indiana defines **chronic absenteeism** as "*students absent from school for ten percent (10%) or more of a school year for any reason.*"

B. TYPES OF ABSENCES

EXEMPT — The student is allowed to make up the missed work and the absence is not counted against the attendance requirement. (See 1 below)

EXCUSED — The student is allowed to make up the missed work; the absence *is* still counted against the attendance requirement. (See 2 Below)

UNEXCUSED / TRUANT — These absences are counted against the attendance requirement *and* additional consequences will apply. (See 3 and 4 Below)

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

The administration may also excuse a student who attends any educationally related non-classroom activity if the activity is consistent with and promotes the educational philosophy and goals of the school; facilitates the attainment of specific educational objectives; is part of the goals and objectives of an approved course or curriculum; represents a unique educational opportunity; or cannot reasonably occur without interrupting the school day. School field trips and/or limited college visits fall under this exception. (Two college visits allowed for seniors; one for juniors).

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 Andean 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
- Previously approved family travel or approved vacation (*pre-arranged absence form must be submitted at least one week prior to the absence; days approved may be limited in number; the form is **not** a guarantee of approval*)
- Funeral\Wake of an immediate family member
- Military Connected Families (*e.g. absences related to deployment and return*)
- Emergency family situations

Regular attendance at school is required of all extracurricular participants. Students must be at school by the **end of second period and/or five full periods** in order to participate in the event/practice on that day, unless permission is granted for unusual circumstances by an administrator.

After a TEN DAY limit, all excused absences may be considered unexcused, regardless of documentation or 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 within 24 hours. 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.

4. Truancy

Any student absent from school for any single portion of the day without parental consent under circumstances not covered by law or recognized by the school is truant. Students who are not in their assigned class/area or leave the building are considered truant. If the school verifies a student is not where he or she is supposed to be, a parent will be contacted. If the parent verifies the student is truant, it will be treated as an unexcused absence. Repeated truancy is a cause for great concern and will be dealt with harshly.

C. CHRONIC ABSENCE

A student who is chronically absent by having absences from school exceeding the allotted amount of days (10) will be placed on an Attendance Contract. If the student violates the terms of the contract by missing additional days, they may be subject to review for dismissal. Under an Attendance Contract, all excused absences may be considered unexcused, regardless of how necessary they may seem to be.