









UNDERSTANDING ABSENCES

EXCUSED VS. PARENT/GUARDIAN VERIFIED VS. UNEXCUSED

EXCUSED	PARENT/GUARDIAN VERIFIED	UNEXCUSED
 <p>EXCUSED</p> <p>Parent/Guardian Notifies School</p> <p>Excused Absence Examples:</p> <ul style="list-style-type: none"> • Illness verified with a physician's statement • Page for General Assembly • Election Day Worker • Court Witness • IN National Guard Active Duty • Civil Air Patrol • Educationally related non-classroom activity as defined in I.C.20-33-2-17.5 • Professional appointments (medical, dental, legal) • Student must return immediately with authorized statement. • Death in family • Observation of bona fide religious holiday • Maternity • Military connected families' absences related to deployment/return • Exhibiting/participating in state fair • School sends child home sick (if due to fever, the following day will also be excused) • Other good cause must be approved by Supt. or designee. <p> USAGE</p> <p>These excused days do not count towards the 10 parent/guardian verified days</p> <p>REPERCUSSIONS</p> <p>None but all absences are monitored</p>	 <p>PARENT/GUARDIAN VERIFIED</p> <p>A Parent/Guardian Verified absence is defined as a parent/guardian's choice to keep their child home for the child's own best interest. Up to 10 days are allowed. Examples can include but are not limited to:</p> <ul style="list-style-type: none"> • Child is ill/not well for one or two days, but does not need to go to the doctor yet. (Three consecutive days requires an excused doctor's note.) <p> USAGE</p> <p>MVCSC recognizes parents/guardians may use some/many of their 10 days for their child's absences at their discretion. Parents/guardians need to notify the school.</p> <p>REPERCUSSIONS</p> <p>A student can have up to 10 Parent/Guardian Verified absences without penalty.</p> <p>Friendly reminder notification letters are sent to parents/guardians after using 5, 8 & 10 Parent/Guardian Verified days.</p>	 <p>UNEXCUSED ABSENCE</p> <p>An Unexcused Absence is defined as any absence not covered under the definition of excused absence or an exception to compulsory attendance. An out-of-school suspension is not to be considered an unexcused absence. Examples could include:</p> <ul style="list-style-type: none"> • Any non-verified absence (parent/guardian does not notify school and child is absent). • <u>The 11th absence</u> (not included in the excused list) and beyond are considered unexcused absences. <p> USAGE</p> <p>Students should have zero Unexcused & Unverified Absences</p> <p>REPERCUSSIONS</p> <p>All absences are monitored and disciplinary action may result. Excessive absences will result in MVCSC contacting the Dept. of Child Services and/or probation.</p>

****Please note that the policies of Mt. Vernon High School and the Mt. Vernon Community School Corporation are subject to change due to the requirements dictated by the State of Indiana and/or the Indiana Department of Education**

Mt. Vernon Middle School

2022-2023 Student Handbook

Attendance Information

One of the cornerstones of a successful education is the development of regular school attendance patterns. Every absence whether excused or not is a day lost in the classroom that can never be recovered. While make-up assignments may be completed, the dialogue between the teacher and the students can never be effectively duplicated.

The State of Indiana places education at the top of its priorities, and the Indiana Compulsory Attendance Law requires students to attend school regularly. MVCSC will use every reasonable measure to assist students in developing positive attendance habits. While the responsibility for a student being present in school rests with the student and his/her parents, the school will assist the parents and students in this responsibility. This cooperation between the student, parents, and the school is essential in providing the fundamental foundation of regular school attendance.

Reporting an Absence

If a student is going to be absent from the school for the day, parents/guardians have the responsibility to notify the attendance secretary daily by 10:00 am with verification of the absence. Documentation of absences must be received within a day of the absence to be parent verified. An illness of three days or longer will require doctor verification for the entire absence to be excused. Students who have been absent due to illness should not return to school until they are “fever free” for 24 hours without the use of a fever reducing medication, such as Tylenol.

Parents should keep phone numbers updated in Skyward. Parents will receive a notification from Skyward when an attendance record is entered.

Contact the MVMS attendance secretary at 317-485-3160.

Medical Appointments

Parents are encouraged to schedule medical, dental, and clinical appointments for their students outside of school hours whenever possible. The following procedure will be followed for students who are excused for appointments.

The parent should call the attendance office (317-485-3160) and give their name, student name, and student grade level, the doctor's name, and the time and date of the appointment.

The student must obtain a pass to leave school and sign out in the attendance office when leaving. The student must sign in when returning to school from an appointment and present an appointment card or statement from the doctor's office.

Medical appointments are considered valid reasons for a student to miss school provided that only time needed for the appointment is used.

In no case are students to be responsible for taking siblings to medical appointments.

Leaving School Due to Illness

Students who leave school due to illness must check out through the Health Room. Students who contact their parents and go home without checking out through the Health Room or Attendance Office may have their absences declared unexcused.

Returning to School

Students are required to work with their classroom teachers to complete missed assignments and tests. Students will be allowed one day to complete missed work for every one day of absence, excluding pre-arranged absences. This policy may be modified due to extreme circumstances regarding the nature of the absence.

Pre-Arranged Absence Policy

When a student is going to be out of school for a family trip, he/she must have a parent contact the school and turn in a completed Pre-Arranged Absence form to the school. Under normal circumstances the contact must be at least two days in advance of the absence. A one week notice is preferred. Final approval of the absence will be determined by the principal/designee. The student will be responsible for requesting make-up assignments. If no student or parent contact is made prior to the absence, the absence will be unexcused. All make-up work missed is due the day the student returns from the absence. **All pre-arranged absences will count toward the 10 day absence limit.**

No pre-arranged absences for a family trip will be granted during the last five days of any nine-week grading period, during state mandated testing, when a student has accumulated ten (10) or more absences in a school year, or when the requested day(s) would exceed that number. Any days in excess of this or the ten (10) days will be considered unexcused absences. The student must be accompanied on the trip by a parent/guardian or grandparent. Pre-arranged absence days may not be taken during snow make-up days, and any student who has an unexcused absence is not eligible for these days. A separate application must be filed for each student. If you have not received a response from the building principal or the principal's designee within five (5) days of filing this application, please contact the principal/designee. The principal's determination is final.

College Visitation and Higher Education Days

The purpose of higher education days is to allow students to visit universities, colleges, technical schools, or other institutions of higher learning. Each junior and senior is allowed (2) higher education days per year. All other college visitation days will count toward the attendance limit.

No higher education days will be allowed the last week of a grading period. Students wishing to take a Higher education day should go to the attendance office for a HED day permission slip and a class release form. These forms must be completed and returned at least two days before the scheduled HED day. Acceptable verification is defined as any notice showing a signature of a member of the admission department (e.g. counselor, professor, tour guide). Special consideration for approval, modification, or denial of a HED day request may be made by the school administrator.

The two (2) higher education and college visit days will not count toward the 10 day absent limit as they are excused (and/or exempt) absences by state statute.

Absences

All students absent from school will be classified as follows:

Excused Absence

Excused absences do not count towards **the 10 day absent limit.** Excused absences include, but are not limited to, the following:

- Illness or injury verified with a physician's statement
- Serve as a page for General Assembly
- Election Day worker
- Court witness
- IN National Guard Active Duty
- Educationally related non-classroom activity as defined in IC 20-33-2-17.5
- Professional appointments (medical, dental, legal). Students must return immediately with authorized statement.
- Death in family
- Observation of bona fide religious holiday
- Maternity
- Military connected families' absences related to deployment/return
- **Exhibiting and/or participating in the state fair**
- Higher education or college visits (see above procedures)
- Other good cause must be approved by Superintendent or designee

Parent/Guardian Verified Absence

A parent/guardian verified absence is defined as a parent/guardian's choice to keep their child home for the child's own best interest. Up to 10 days are allowed. Examples can include, but are not limited to:

- Child is ill/not well for one or two days, but does not need to go to the doctor yet (Three consecutive days requires an excused doctor's note).

Unexcused Absence

An unexcused absence is defined as any absence not covered under the definition of excused absence or an exception to compulsory attendance. An out-of-school suspension is not to be considered an unexcused absence.

- Any non-verified absence (parent/guardian does not notify school, and child is absent)
- The 11th absence (not included in the excused list) and beyond are considered unexcused absences.

Students who leave the building during the school day without permission from either a school nurse and/or administrator/designee before leaving school will receive an unexcused absence and may receive a consequence. (Students who leave school due to illness must check out through the health room).

Habitual Truancy and Chronic Absenteeism

Indiana Compulsory Attendance Code 20-20-8-8:

IC 20-20-8-8 defines any student absent with 10 or more unexcused absences as habitual truancy and any student missing 10% or more of the school year as chronic absenteeism. A child who is habitually absent is chronically absent by having 10 or more unexcused absences in one school year.

Habitual Truancy and Chronic Absenteeism Guidelines and Procedures

- Students who have accumulated 10 or more Parent/Guardian Verified or unexcused absences could be subject to Indiana compulsory attendance law.

Attendance Policy and Interventions

All students will adhere to the MVCSC secondary attendance policy.

Offense	# of PV, V, UE Absences	Attendance Policy with Interventions
1st Offense	Day 5	Warning Letter with Notification of Policy
2nd Offense	Day 8	Letter #2 and Phone Call Home
3rd Offense	Day 10	Letter #3 and Attendance Contract
4th Offense	Day 11+	Referral to Probation Possible Home Visit

Tardiness

The purpose of the tardy policy is to promote student responsibility and career readiness skills. Students who know they will be late should have parents call the school in advance.

Tardy to School

Students who are tardy to their first class during the school day will be counted as tardy. Continued tardiness may result in additional consequences: Detention, Saturday School, In-School Suspension, and/or Out of School Suspension.

Tardy to Class

Students who are not in class and do not have an excused pass and are tardy to class three times in a quarter will earn a detention from their teacher. Continued tardiness may result in additional consequences: Detention, Saturday School, In-School Suspension, and/or Out of School Suspension.

Activity Participation

A student may not participate in extracurricular activities, contests, events, rehearsals, meetings, practices or after-school functions, including employment, **unless the student attends at least half of the school day, unless the absence is exempt by state statute.** If a student is serving an Out-of-School Suspension or an In-School Suspension for a full day, they are not eligible to participate or attend any activity or practice. If the suspension falls on a Friday, the student is ineligible for the entire weekend.

eLearning Attendance Policy

If the Mt. Vernon Community School Corporation has an extended period of eLearning for any reason, eLearning attendance policies will be shared with students and families.