

ATTENDANCE POLICY

All students at Pike Central are expected to attend school on a regular basis to receive maximum benefits of their educational process. The attributes of punctuality, dependability, and reliability are characteristics that are respected in our society and therefore are a part of the educational process. Carelessness in attendance frequently causes carelessness in habits of study, work and often leads to failure. All students are expected to display responsibility by being punctual (to school and classes) and attend school regularly. Any time a student is absent, the proper procedures should be followed for the absence to be excused:

1. If a parent knows a student will be absent in advance, a PRE-ARRANGED ABSENCE must be completed and returned to the front ATTENDANCE OFFICE prior to the absence.

2. Any other absence should be verified by a PHONE CALL to the ATTENDANCE OFFICE (354-8478) on the day of the absence or by a PARENTAL NOTE submitted within three days of the absence.

*** NOTE *** Parent(s) or Guardian signature must be on file in ATTENDANCE OFFICE. See Student Handbook.

3. ALL absences must be verified by the ATTENDANCE OFFICE within three days (72 hours) after returning to school or they will be classified as an UNEXCUSED ABSENCE or TRUANCY.

4. ATTENDANCE will be taken EACH PERIOD by the classroom teacher.

Pike County truancy/Educational Neglect Enforcement Policy will be in place. A copy of this policy is available at the high school.

Categories of Absences:

Excused: The following absences are excused but count towards the 10 day policy:

- Personal student illness-must be verified by a parent
- Family emergency-must be verified by a parent
- Personal absence-must be verified by parent & approved by an administrator

Unexcused: The following are unexcused absences that count toward the 10 day policy:

- Truancy, Cutting Class, Oversleeping, Car Trouble, Failure of parent to verify absence, Working, Missing bus due to the fault of the student, Hair Appointments, Senior Pictures

Waived: Waived absences are excused absences that do not count toward the 10 day total. The following are examples of waived absences:

- Absences for which student is under a Doctor's care. A Doctor's signed notice is required.
- Funeral for members of the household or immediate family (with prior approval).
- Absences that have unique or extenuating circumstances which must be approved by the principal or assistant principal.
- Court Summons
- Trips by students with parents that are PRE-APPROVED and determined to be educational by the school.
- Seniors – Two college visit, pre-approved by the Guidance Office with verification from school visited by end of April.
- Juniors - One college visit, pre-approved by the Guidance Office with verification from school visited by the end of April.

POLICY

In order for students to be successful in their academics, it is necessary for them to be in attendance EVERY SCHOOL DAY as prescribed by the school attendance law. For those students who have an absence or tardy, the following procedures will be followed:

1. Students are permitted a maximum of 10 absences per semester.
2. Excused and unexcused absences will count toward the student's absences. Unexcused absences are counted from the 1st day of school until the last day of school. Three tardies count as one absence.
3. If a student reaches 10 absences, he or she must obtain a written medical notice, given by the administration to be filled out by the physician.

***Note: Medical notice is not the same as a doctor's excuse.

4. When a student has been absent 6 times from any class in a semester, a letter will notify the parent(s) and/or guardian(s). Teachers will notify the attendance office when a student has missed their class 6 times within the semester period.

5. When a student has 10 absences in any class the parent(s) and/or guardian(s) will be notified by a letter.

6. Absences beyond the 10 day per semester, truancies or suspended twice in a semester/year may result in notification to:
 - a. Division of Child and Family Services
 - b. Pike County Probation Department
 - c. Bureau of Motor Vehicles (Driver's License suspended or Learner's Permit denied/suspended.)
 - d. May revoke work permit
7. OSS-Out of School Suspension will not count toward student's 10 absences.
8. Students who are absent from school unless covered under I.C. 20-8.1-3-18 (Being a Page or Honoree of the Indiana General Assembly) or school approved activity (example: Field Trips, etc.) SHALL NOT attend school related activities that evening.
9. All notes (when a student returns to school) or phone calls on the day of the absence are required for all absences as confirmation of the parent/guardian having knowledge of the absence.
10. A student leaving school without prior permission and/or without the approval of the nurse and/or administration will be counted as truant/unexcused.
11. Working election polls for a candidate **will not** count as an absence **IF** the proper paperwork is obtained from the Attendance Office and turned in by the Friday **before** the elections. Working the polls must be verified by the candidate.
12. After ten (10) full day unexcused absences from the 1st day of school until prom, a student will NOT be allowed to attend prom.
13. After fifteen (15) or more combined full day excused and/or unexcused absences from the 1st day of school until prom, a student will NOT be allowed to attend prom.
14. After eight (8) or more tardies in one class period or fourteen (14) accumulated tardies overall class periods from the 1st day of school until prom, a student will NOT be allowed to attend prom.
15. Absences that are not verified/unexcused will be considered truancy with the 3rd occurrence. (Refer to page 51 for Guidelines for Violations).

TARDY POLICY

TARDIES - Late to class/school. A student is considered tardy if he or she is not in their assigned room/ seat when the bell rings or at the designated time indicating that the period is to start, per discretion of the teacher and classroom rules.

NOTE: 3 UNEXCUSED TARDIES = 1 UNEXCUSED ABSENCE

*** 10 minutes or less, without excused pass = 1 unexcused tardy

*** 11 minutes or more, without excused pass = 1 unexcused absence

1. A tardy will be EXCUSED if the student presents a valid pass signed by a teacher, nurse or office personnel. Time on the pass will indicate when the student was last seen.

2. Students who are tardy to class - UNEXCUSED, will receive (per class):

1-2 - WARNING

3-5 - Detention (Morning or Afternoon)

6 - Saturday School-Tardy Contract-Loss of Driving Privileges 1 week

7-11 - Saturday School-Loss of Driving Privileges 2 weeks

12 - 1 Day of ISS -Loss of Driving Privileges 3 weeks

13-14 - 1 Day of ISS - Loss of Driving Privileges 4 weeks

15-16 - 2 Days of OSS - Loss of Driving Privileges for the remainder of the semester

17 - 3-10 Days OSS- Loss of Driving Privileges for the school year - May Recommendation
Expulsion