



## 2017-2018 Attendance and Tardy Policy

K-8 Student  
School Day

Students are allowed to enter the building at 7:00am and will be supervised in the cafeteria. Students are to be in their classrooms by 7:50am when the tardy/homeroom bell rings. Any student not in homeroom by 7:50am will be counted tardy. Dismissal time is 2:50pm. After school care services for K-8 are available from 2:50 to 6:00pm.

### PROCEDURES

1. Students should report to their homerooms by 7:50am. Students who arrive after 7:50am should report to the office to sign-in and receive a tardy slip. A tardy demerit will be issued after the 5<sup>th</sup> tardy and again, after the 10<sup>th</sup> tardy in a quarter and all other subsequent tardies. Additionally, upon receipt of the 15<sup>th</sup> tardy in a school year, a letter will be sent to the parent regarding the excessive tardies. Upon the 18<sup>th</sup> tardy, the Associate Superintendent will be notified and an Attendance Truancy and Violation Notification Hearing will be held in accordance with Diocesan Policy.
2. If a student is not in attendance, a parent/guardian must call the school office by 8:30am each day the student is absent. Students must be fever free and non-contagious for 24 hours before returning to school.
3. If a student signs in after 9:50am or signs out on or before 12:50pm, the student will be considered absent for one-half day.
4. In the event of an absence due to illness, arrangements must be made with teachers regarding tests and homework. Homework should be picked up in the school office by the parent between 3:00pm and 3:30pm unless other arrangements have been made.
5. The school encourages parents to schedule appointments outside of school hours as much as possible. Students are responsible for all work missed due to appointments. The completed work is expected upon the return to school.
6. An excuse for a known future absence (appointment, vacation, etc.) should be written in advance and presented to the office, the homeroom teacher, and any other teacher whose class will be missed. Students must make arrangements with their teachers regarding tests, class work, and homework.
7. Students who are absent from school are not permitted to attend school activities that afternoon or evening. Funeral attendance is an exception; other exceptions must be approved by the principal.
8. The parents must sign out students leaving school during the day (appointment, illness, etc.) at the office. If they return during the school day, they must sign back in at the office.

### VACATION POLICY

Holy Rosary Catholic School **STRONGLY** encourages parents to refrain from taking family vacations while school is in session. It is very difficult for a student to miss school and still keep up with studies. Exceptions to this policy must be cleared with the principal and a note is required from the parent or guardian. Your cooperation in this matter will be greatly appreciated. Absences due to vacations and out-of-town sporting events are considered **UNEXCUSED** according to state law.

If a child is absent for an extended period of time, the child must expect to have class work to make up within five days upon returning to school. Please do not expect the teacher to plan a week of work prior to the vacation. The teacher may be able to give some assignments in advance, but the student and family who chooses to be gone must realize that there will be work to make up. Missed tests must be made up at a time that meets the discretion of the individual teachers.

## EXCUSED ABSENCES

Excused absences will be defined as absences the school regards as legitimate reasons for being out of school, as included in the diocesan/school policy. These absences could include but are not limited to the following:

- Illness or appointment verified by a note from a physician or other qualified professional
- Illness of three or fewer consecutive days reported/verified by communication from a parent/guardian
- Attendance at a family funeral
- Absences related to deployment and return for military connected families

## UNEXCUSED ABSENCES

An unexcused absence is defined as any absence not covered under the diocesan's definition of excused or exempt absence.

## CHRONIC ABSENTEEISM

A student is considered to have **Chronic Absenteeism** when he/she has been absent from school for ten percent (10%) or more of a school year for any reason. A school year consists of 180 days, thus ten percent (10%) is 18 days of absences, **regardless of whether they are excused or unexcused**.

- When a student has reached 15 absences, for any reason, the parent/guardian will be notified.
- If the student reaches 18 absences, for any reason, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.
- A student who is considered to have Chronic Absenteeism and sustains any further illness, is required to provide a note from a physician or other qualified professional to verify the illness.
- The principal is required by Compulsory Attendance Law to report a child who is chronically absent from school without verification of illness, to the Department of Child Services and/or the Juvenile Court System. The State of Indiana mandates 162 days of student attendance.

## HABITUAL TRUANCY

A student is considered a **Habitual Truant** when he/she has been absent from school ten (10) days or more without being excused.

- When a student has reached 8 unexcused absences, the parent/guardian will be notified.
- If the student reaches 10 unexcused absences, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.
- A student who is considered to be a habitual truant may only miss additional days of school if the absence is excused.
- The principal is required by Compulsory Attendance Law to report a child who is habitually truant from school to the Department of Child Services and/or the Juvenile Court System. The State of Indiana mandates 162 days of student attendance.

## CHRONIC TARDINESS

A student who has **Chronic Tardiness** is defined as being tardy, or late to school, for ten percent (10%) or more of a school year for any reason. A school year consists of 180 days, thus ten percent (10%) is 18 days of tardies, regardless of whether they are excused or unexcused.

- When a student has reached 15 tardies, the parent/guardian will be notified.
- If the student reaches 18 tardies, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.
- The principal will report a child who is chronically tardy from school without verification of illness, to the Department of Child Services and/or the Juvenile Court System.