



## ATTENDANCE

The attendance policy at Pike County Elementary Schools is based on the premise that something important happens each day in each class. Research has proven that there is a direct relationship between good attendance and successful academic achievement. The following attendance policy has been developed to promote good school attendance.

- A five-day letter will be issued to the parents of every student who reaches five **unexcused** absences within the school year.
- An 8-day letter will be issued by mail to the parents of every student who reaches 8 **unexcused** absences within the school year. Parents must call the school and arrange a conference with the school principal.
- At 10 days the corporation's attendance officer will contact you to report that the student has reached the state's maximum days of absences.
- Any additional absences may be reported to the Prosecutor and Pike County review board if deemed necessary for the child's academic needs.

**\*\*It is the parents' responsibility to call the school by 9:00 a.m. the day a child is absent.**

Documented absences counted as excused in the county attendance policy:

- a. Medical, dental, and/or other clinical appointment for the students documented by a statement from the doctor.
- b. Student illness, hospitalization, or surgery documented by a statement from the doctor.
- c. Funerals of relatives or friends must be verified in writing by the parents.
- d. Court appearances where the students are required to attend. Proper paperwork from the court is required.
- e. If found mentally and physically unfit.
- f. Illness or mental or physical incapacity is an authorized excuse providing the parent or guardian produces a certificate of the incapacity for the attendance officer within six (6) days after it is demanded. Valid if signed by an Indiana Physician or by an individual holding a license to practice osteopathy or chiropractic in this state or by a Christian Science practitioner who resides Indiana and is listed in the Christian Science Journal.

### Tardy Policy:

- a. A child will be considered tardy in the morning after the tardy bell rings at 8:15 a.m.
- b. A child will be considered tardy in the afternoon if they leave before the dismissal bell.



### Tardies:

- a. A 5-day letter will be issued to the parents of every student who reaches five tardies within a year.
- b. An 8-day letter will be issued by mail requesting a conference with the attendance officer, school counselor, or principal.
- c. At 10 days, the Corporation's attendance officer will contact you.

### Perfect Attendance:

To earn perfect attendance, the student must be present every day with no tardies or absences either excused or unexcused.