

## **Area 30 Career Center Student Attendance**

It is imperative that students attend each school day in order not to miss a significant portion of their education. Good attendance and punctuality are vital components for success at Area 30 Career Center.

Area 30 Career Center is also concerned about helping students develop a high quality work ethic which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit Area 30 Career Center wants to help students develop as early as possible in their school careers.

### NOTIFICATION OF ABSENCE

Parents must call Area 30 Career Center (765-653-3515) to provide an explanation for their child's absence within 24 hours of the absence. If prior contact is not possible, the parents should provide a written excuse when the student returns to school. Even though call ins do not insure that an absence will be excused, failure to call in with an explanation that meets the guidelines below will result in an unexcused absence. An excused absence allows the student to make-up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as participation points, labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will work with the parents to improve their child's attendance. If the absence is unexcused or unauthorized by the administration, a student may not be allowed to make-up the work. Students may be removed from Area 30 due to excessive absences.

### UNEXCUSED ABSENCES/TRUANCY

A maximum of 8 absences (total of excused and unexcused) per semester will be accepted. Any absences that do not meet the guidelines below are considered unexcused. A student who is absent from Area 30 Career Center for all or any part of an AM or PM session without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to truancy laws of the state. No credit shall be given for any school work, quizzes, test and/or participation points may not be awarded as a result of truancy. If a student, under the age of 18, is truant for more than 8 days during a semester, she/he will be considered an "habitual truant" and may be reported to the proper authorities and to the Bureau of Motor Vehicles for suspension of his/her driver's license.

### EXCUSED ABSENCES

Under IC 20-33-2-14 a student is excused from attending school under some circumstances. Students may be excused from Area 30 Career Center for one of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

- Home/sending school not in session
- Field Trips
- Subpoenaed to testify in court
- Serving with the National Guard
- Serve as a Page or Poll Worker
- Medical appointments with verification within 5 days of the absence
- Quarantine
- Communicable Diseases
- Exhibiting projects at the State Fair
- Family funeral
- Military Connected Families (e.g. absences related to deployment and return)

- Absences due to suspension shall be considered an authorized absence, neither excused nor unexcused.
  - Missed work must be completed during the suspension
- For excused absences, students will be provided an opportunity to make-up missed school work (where applicable) and/or tests. Students will have an equal number of days as absent to make up work. Even though students are excused from school, they are still absent from school and may lose daily participation points. Students with a health condition that causes repeated absence(s) are to provide the office with an explanation of the condition from a licensed physician.

#### VACATIONS DURING THE SCHOOL YEAR

Parents are encouraged not to take their child out of school for vacations. If a family vacation is scheduled during the school year, days missed will be counted as unexcused absences.

#### TARDINESS

Each student is expected to be in his/her assigned location throughout the school day. If a student is more than 5 minutes late in arriving at school she/he is to report to the office before going to his/her assigned location. Students who are more than 1 hour late to class will be considered absent. Tardiness to class may result in loss of driving privileges, ISS and other disciplinary consequences.