

West Lafayette Jr/Sr High Attendance Policy

Attendance:

A student's attendance is essential to learning—learning that includes not only factual subject matter but also attendance habits, work habits, attitudes, and ideals. Reading the material and performing satisfactorily on tests does not compensate for the loss of insight gained during class discussion, explanation, or supervised work. Furthermore, every student contributes to one another; therefore, a student who is absent short-changes those who are not.

Every absence, whether excused or not, interrupts the student's understanding of the material being presented and weakens their interest in the continuing program. Research shows that educational achievement is directly related to attendance.

Requests by parents to the school for students to leave early for jobs, vacations, and a variety of other reasons are unfair when weighed against the priorities of students' attendance at school and the important business of finishing the grading period. The school calendar is published early to help parents and students schedule around final test time.

The student, parent or legal guardian, and the school must cooperate to achieve the school's philosophy of education where school attendance is concerned; however, students must be encouraged to exercise self-discipline within the framework of the stated policy. The framework itself must be flexible enough for educationally sound exceptions.

Procedure for Reporting Absences:

Our priority at West Lafayette Jr/Sr High School is helping students learn and grow socially, emotionally, and academically. Regular attendance in all classes is vital to that growth. We value working together with all stakeholders to help all students maintain regular attendance and achieve their academic and life goals.

1. Parents/guardians **must report all attendance matters by 10:00 AM**. This includes students who are:
 - Arriving more than 10 minutes late
 - Leaving during the school day
 - Absent all day

~~* **Note:** Unverified absences will be unexcused. If the absence is not reported by a parent or guardian within 48 hours, it will be changed to truant.~~

2. **There are several ways to report your students' attendance. We would like everyone to start using the Skyward Website or Skyward App as we will be moving to this process starting in 25/26.**

To enter an Absence Request using the Skyward Website:

1. Log into [Skyward Family Access](#) and select **Attendance** from the menu options.
2. Click **Absent Requests**
3. Click **Add Request** next to the name of the student you want to submit a request.
4. The **All Day** box defaults to checked, if this is correct leave the default start and end times as is.
5. Enter the **Start Date** and **End Dates**.

- a. If an extended absence will span over the weekend, two separate absences will need to be entered.
6. To request a partial day, uncheck **All Day** and enter the **Start** (when the student needs to leave school) and **End Times** (when the student will return to school) your student will be absent.
7. Use the **Reason** drop-down and **Comments** box to explain absences.
8. When finished, click **Save**.
9. The absent request will appear **Pending**.
- You will receive a confirmation email stating the request has been created.
- Once the school office has processed the absence request, you'll receive an additional email confirmation.
- Approved absences will be visible on the attendance tab.

To report an absence using the Skyward App:

1. Log into your **Skyward App**
 2. Click on the main menu (three lines) option in the right corner of the screen or swipe from the right side. Choose **Attendance**.
 3. Click on the **Add Absence** Request link.
 4. Enter the **Start Date** and the **End Date**.
 5. The **All Day** toggle defaults to on (green), if this is correct enter a reason, comment and click **SUBMIT**.
 6. Enter the **Start** (when the student needs to leave school) and **End Times** (when the student will return to school) your student will be absent.
 7. Choose a **Reason** for the absence from the drop-down menu.
 8. Add a **Comment** for the office.
 9. When finished, click **SUBMIT**.
 10. The absence request will appear as Pending.
 - You will receive a confirmation email stating the request has been created.
 - Once the school office has processed the absence request, you'll receive an additional email confirmation.
 - Approved absences will be visible on the attendance tab.
- 3.
4. ~~There are three ways to report student attendance:~~
- Parent Absence Reporting Form (recommended) - See the school website for the link or use the QR code below.



- Email jrsrattendance@wl.k12.in.us
- Voicemail message (765) 746-0414

5. The following information should be included in emails and voicemail messages:

- The student's first and last name (as it appears in Skyward)
 - The student's grade
 - The name of the person emailing/calling and the relationship to the student
 - The reason for the absence
 - The date(s) of the absence(s) OR time the student will be leaving if not the entire day
 - A telephone number for verification
6. Upon returning to school the day following an absence, the student should go directly to class. If there is a question about the absence, the office will contact the student.

Pre-Arranging An Absence:

1. Students leaving/returning during school hours:

- Students may not leave school during the school day without prior permission from their parent/guardian. It is the responsibility of the parent/guardian to contact the school as early as possible and report the time their student will be leaving.
- If the student is leaving during a class period, it is their responsibility to stop by the main office and pick up a pass. The student will present this pass to their teacher at the beginning of class, which will give them permission to leave and report to the main office at the designated time. Passes will not be issued to students until a parent/guardian has first notified the school.
- If the student is leaving during a passing period (see bell schedule), they will not need to obtain a pass; they will report directly to the main office at their designated time.
- All students leaving during school hours must report to the main office, sign out, and exit through the Main Entrance (Door #1). Likewise, all students returning during school hours must enter through the Main Entrance and sign in before heading to class.
- Parents/guardians who have not contacted the school prior to picking up their student, should plan to come into the building and sign them out in the main office. There may be additional delays in locating the student, especially if they are in PE, band, orchestra, or lunch. It may not be possible to interrupt a class during testing.

The following consequences may be assigned if the procedure is not followed:

- 1st offense- warning
- 2nd offense: A detention will be assigned.
- 3rd offense: Detentions will be assigned.
- 4th offense: In School Suspension
- 5th offense: Out-of-School suspension and/or individual disciplinary action will be taken by administration during a conference with parent(s) and student.

2. School sanctioned activities:

These will be handled through the school.

3. Extended Planned Family Absence:

Students who have a planned absence of 10 or more consecutive school days will be removed from the CCS system. It is the responsibility of the parent/guardian to re-enroll their student upon completion of the extended absence. Any work or tests that occur during this period will not be made up, and grades will not be recorded. Teachers plan their lessons in accordance with the school calendar and are not obligated to provide schoolwork in advance of an absence. Please note that Canvas and other instructional materials are often inaccessible outside of the continental United States.

Attendance Policy and Recording:

The School Board, as an agency of the State, is required to enforce regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall mean to be physically present in a school or at another location where the school's educational program is being conducted, during regular school hours on a day in which the educational program in which the student is enrolled is being offered.

Attendance shall be required of all Corporation students, except those exempted under other provisions of State law, during the days and hours that the school is in session or during the attendance sessions to which the student has been assigned.

Exempt Absences: A student shall NOT be recorded as absent from school for these exceptions.

State Statute Exemptions:

Exceptions to compulsory attendance that shall be recognized by the school corporation as provided by state statute are:

- A. service as a page or honoree of the general assembly (I.C. 20-33-2-14)
- B. service on a precinct election board or helper to a political candidate on the date of an election (I.C. 20-33-2-15)
- C. subpoena to appear in court as a witness in a judicial proceeding (I.C. 20-33-2-16)
- D. service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-17)
- E. participating as a member of the Indiana wing of the Civil Air Patrol for not more than five (5) days (I.C. 20-33-2-17.2)
- F. participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the school corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal (I.C. 20-33-2-17.5) **Please contact the school three weeks in advance to receive the required form.**

~~For any of these exceptions, a student shall not be recorded as absent from school. Written documentation must be provided to the school within 48 hours of return.~~

Local Exemptions: Please submit written documentation to the school within 48 hours of return.

- illness verified by a note from a physician
- recovery from an accident (verified by a physician's statement)
- required court attendance (verified by court documentation)
- professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
- death in the immediate family
- observation or celebration of a bona fide religious holiday
- college visits can be exempt if students submit documentation from the admissions office verifying their visit. Students should submit the note to the main office within 48 hours following their return to school (excluding holidays and weekends). Students are allotted three **exempt** college visits between their junior and senior year. Any additional visits will be parent approved absences.

- military connected families' absences related to deployment and return
- such other good cause as may be acceptable to the Superintendent or permitted by law.

Non-exempt Absences:

~~The two types of student absences that fall into this category are parent-approved and truancy. Parents may use a parent-approved absence up to nine times in each credit class per semester without their student violating the policy. Questions about these absences or the attendance policy should be directed to Shelby Johnson, the administrator in charge of attendance, at johnsonsl@wl.k12.in.us.~~

Non-Exempt Absences: Count toward the students allowed 9 per semester.

The two student absences that fall into this category are **parent-approved - P-PA** (guardian called in and verified absence) and **unexcused - U-UN** (no contact from guardian). Students are allowed up to nine non-exempt absences in each class per semester. Questions about these absences or the attendance policy should be directed to Shelby Johnson, the administrator in charge of attendance, at johnsonsl@wl.k12.in.us.

Notices:

- When a student accumulates four non-exempt absences in any class per semester, Skyward will email parents/guardians and the student. An administrator will also provide the student with a copy of this **warning letter**
- When a student accumulates seven non-exempt absences in any class per semester, an administrator will meet with the student to discuss the attendance policy and consequences for exceeding the number of non-exempt absences allowed by policy and consequences for exceeding the number of non-exempt absences allowed by policy. The student's parent/guardian will be notified of the absences both by US Mail and through the Skyward system. ~~In addition, an administrator will call to discuss this policy with the parent/guardian.~~
- When a student accumulates nine non-exempt absences in any class per semester, an administrator will meet with the student and parent/guardian to discuss the attendance policy and consequences for exceeding the number of non-exempt absences allowed by policy. The parent/guardian will be required to sign the attendance contract stating that they understand the policy and have met with an administrator.
- When a student accumulates ten non-exempt absences in any class per semester, they are considered **habitually absent. Habitual Absence (Truancy): IC 20-33-2-25 requires the superintendent or attendance officer to report a student who is habitually absent from school to an intake officer of the juvenile court and/or the Indiana Department of Child Services (DCS).** ~~in any class per semester, an administrator will meet with the student, and a detention will be assigned.~~
- Any student with eleven (11) or more non-exempt absences in a credit class ~~will~~ **may** receive no credit for the course. **Additional contacts will be made to an intake officer of the juvenile court and the Indiana Department of Child Services (DCS).** ~~HS and JHS students with eleven (11) or more~~

~~non-exempt periods or full day absences in non-credit classes will be assigned an in-school suspension and will be reported to the local and state agencies as required by law.~~

Truancy:

~~Truancy is absence from a school all day or for any single period of the day when the absence is initiated by the student without parental consent under circumstances not covered by law (I.R. 20-33-2) or recognized by the school. The following circumstances are considered an act of truancy:~~

- ~~1. The willful non-attendance by a student not to attend school. This act of non-compliance is not authorized and/or known by the parent/guardian.~~
- ~~2. A student does not report for an assigned class during the course of a school day.~~
- ~~3. A student misrepresents a pass and does not report to a designated location during the school day. An example would be reporting 20 plus minutes late for a class or wandering in the school without reporting promptly to a designated location.~~
- ~~4. Habitual tardiness to school may also be considered an instance of truancy.~~
- ~~5. Students will be considered a "habitual truant" if they engage in truancy on four occasions for at least one class period up to an entire school day. There may be only one truancy incident for any given school day. Truancies accrue over the entire school year. Reports will be made to local and state agencies regarding students who have been identified as habitual truants as required by law.~~

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Truancy is absence from a school all day or for any single period of the day when the absence is initiated by the student without parental consent under circumstances not covered by law (I.R. 20-33-2) or recognized by the school. The following circumstances are considered an act of truancy:

1. The willful non-attendance by a student not to attend school. This act of non-compliance is not authorized and/or known by the parent/guardian.
2. A student does not report for an assigned class during the course of a school day.
3. A student misrepresents a pass and does not report to a designated location during the school day. An example would be reporting 20-plus minutes late for a class or wandering in the school without reporting promptly to a designated location.

* In dealing with truancy, the term "instance of truancy" shall be used with the understanding that this expression defines a period of truancy that may vary in length from one instance to the next.

Consequences: You will see the order change and first will move to third in regards to levels

- a. ~~First truancy:~~ **Third truancy:** The student's parent(s) or legal guardian(s) will be notified by phone, email, and letter of the student's truancy. Upon verification of the first truancy, the student will receive a 2% grade reduction in the present grading period for each hour declared truant. **A conference with the student, the parent(s) or legal guardian(s), and a school administrator.**
- b. ~~Second~~ **First truancy:** The student's parent(s) or legal guardian(s) will be notified by phone, email, and letter of the student's truancy. Upon verification of the second truancy, the student will receive two (2) lunch detentions.
- c. ~~Third~~ **Second truancy:** The student's parent(s) or legal guardian(s) will be notified by phone, email, and letter of the student's truancy. Upon verification of the third truancy, the student will receive one (1) day of In-School Detention (ISD). ~~A conference with the student, the parent(s) or legal guardian(s), and a school administrator.~~
- d. Fourth truancy: Upon the fourth truancy, the student will be considered a habitual

truant, will receive an Out-of-School suspension, and will be recommended for expulsion to the Superintendent. In addition, for students under the age of 18, the Indiana Bureau of Motor Vehicles will be notified of the expulsion, at which point an Indiana driver's license may be revoked for the length of the expulsion. (I.C. 9-24-2-4).

~~The Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school to an intake officer of the juvenile court or the Department of Child Services.~~

Skyward Attendance Codes:

The following codes are how absences will be recorded in Skyward, indicating the specific situations:

- PPA - Parent Approved * *All absences reported by parents are recorded as PPA until verification is provided (medical notes, college admissions office notes, etc.).*
- UUN - Unexcused * *Following an unverified absence for 48 hours only.*
- EME - ~~Excused~~ **Exempt** Medical
- ENU - ~~Excused~~ **Exempt** Nurse's Office/Approved
- EBE - ~~Excused~~ **Exempt** Bereavement
- EGU - ~~Excused~~ **Exempt** Counseling Office
- T - Tardy
- IID - In School Detention
- ISU - In School Suspension
- SSU - Out of School Suspension
- **Z-TR** - Truancy

** This represents frequently used codes and is not an exhaustive list.*

Make-Up Work for Absences:

All assignments should be made up regardless of the reason for the absence. The designated time limit is one day of that class for each day's absence, beginning the day the student returns following an absence. It is the student's responsibility to schedule make-up work with their teachers.

Many teachers use Canvas and a student may access Canvas to receive current information regarding academic assignments and coursework.

A student who is absent the day of a test is expected to take it upon returning to school if they were aware, or should have been aware, of the test. (Note: the same test may or may not be given for make-up.) The test will be located in the AM Testing Center, which opens at 7:15 a.m.. Students enter through the Main Entrance to report to the AM Testing Center. A teacher should use appropriate professional discretion in administering this rule for students with medically excused absences.

Attendance and Participation:

Students who do not attend at **least five periods (lunch period does not count)** of the day are not permitted to practice or participate in contests or co-curricular activities on that school day. Verified appointments with medical personnel do not affect contest and/or participation eligibility.

Tardy Policy:

Being on time for class is a fundamental responsibility for students. When a student is tardy, he/she impacts instructional time for all students.

A tardy is defined as arrival within the first ten (10) minutes of class or as explained in each teacher's classroom procedures. Each teacher will distribute and explain to students what constitutes a tardy to their class at the beginning of each semester. This information will serve as a warning to students.

The following steps will be followed when students are tardy:

- After the third tardy per class per semester, the attendance office will notify the student and parent/guardian of the tardy count, but ultimately, punctuality is the student's responsibility.
- At the fourth tardy per class per semester, a lunch detention will be assigned.
- At five tardies per class per semester, the student will be assigned two lunch detentions.
- At six tardies per credit class per semester, the student shall be removed from the class and assigned a study hall (students in junior high classes will serve a full day of In-School Detention.)

*EXCEPTION: The student may request a conference with the teacher to discuss an attendance contract in lieu of the above penalty. If the class is a study hall, the student will receive a full day of in-school suspension for each tardy beyond five.

Tardies extending beyond the first ten (10) minutes in any class shall be counted as a non-exempt absence.