

SETON CATHOLIC SCHOOLS, INC.

ATTENDANCE POLICY

TOPIC: Attendance

PURPOSE: To ensure 95% attendance rating as required by the state of Indiana and the Archdiocese

POLICY: Daily attendance of each student is essential to his or her success at Seton Catholic Schools. Each teacher has carefully planned the week's work and has assigned specific material for each day. Whenever an absence by a student occurs, he or she misses an important part of the curriculum process. Absences limit accomplishment and reinforce a habit that handicaps the individual for obtaining maximum future opportunities.

PROCEDURE:

PROCESS OF REPORTING AN ABSENCE

The parent or guardian must report their child's absence in the following manner:

- Call Primary 765-962-5010 or Intermediate 765-962-4877
- State the name of the student & reason for absence
- The school must be notified each day of the absence (exception: hospital stay or extended absence)

Written excuse must accompany the student when he or she returns to school and be submitted to the school principal.

RULES

Excused Absence

If a student is absent for any reason listed below, that absence will be recorded as an excused absence. School sponsored activities do not count toward the absence total.

- Short term illness or injury (Doctor's note required for beyond 3 consecutive days)
- Death or funeral of immediate family member
- Court-mandated appearances or jury duty
- Work rendered on an election day or examination for the military
- Work as a page in the Indiana Legislature or the US Senate
- Doctor appointments are excused, provided a signed doctor admit is produced upon return to school. Appointments, however, are discouraged during the school day.
- Special circumstances as approved by the principal.

After any absence, a student must bring a written excuse signed by a parent or guardian to the school office upon return to school. Failure to have a written report by the parent to the school will result in the absence becoming labeled, 'unexcused.'

Excessive Absence

Students cannot pass a course if absent more than ten times per semester in said course. An exception to this rule would be in the case of a student with a prolonged illness. In this case, the student can make up work missed provided a doctor's note is given to the school as documentation upon the return of the student.

When a student's absences meet the 'excessive definition' as above, these procedures must be followed:

- A letter sent to the parents once there has been a 4th absence from school
- After 6th absence, doctor note is required for each additional absence
- Upon the student's 8th absence, an additional parent contact will be made

Tardy to Class

Each student is to be in his or her classroom, and seated, when the bell rings, or shall be documented as tardy. Timely attendance of class reflects student commitment to excellence. Should a student exceed five tardy documentations, Saturday School, before or after school detention is issued; parents are notified, and the student serves the consequence.

Truancy

Any student absent from school, or a class period, without consent is considered truant. The student receives an unexcused absence and must be readmitted by the school principal. One detention is assigned for every class period missed by the truant student.

A student is truant if he or she:

- Leaves school at any time without signing out of the school office.
- Is absent from school without parental permission.
- Is absent from class without parental permission.
- Obtains a pass to go to a specified place, but never reports to that destination.
- Becomes ill and goes home, or to the restroom, without first reporting to the office.

Extended Vacations

The school calendar is printed in advance of the school year. No absences are excused which occur one day before or after scheduled school vacations. Illness must be documented by a doctor should they occur on pre or post school vacation days.

Absenteeism Patterns

In the event that the school notices a pattern in the absence of a particular student (i.e. misses every day prior to an exam), parents will be notified and asked to rectify the problem. The school reserves the right to deny the student opportunity to take exams or turn in make-up work that is the result of a negative pattern resulting from poor choice on the part of the student.

Make-up Work

Responsibility for make-up work rests with the STUDENT. It is not the responsibility of the teacher to seek out the student. It is recommended that assignments and homework be obtained from a classmate or directly contacting the instructor. If the absence is beyond one day, parents should support the child by contacting the teacher or checking on-line to obtain assignments. Make-up work may be picked up in the school office if not available electronically. The homework form will be made available in the office by 3:00 p.m. of the day the work is requested by the student or parent.

CONSEQUENCE SUMMARY FOR BEING ABSENT FROM SCHOOL

- Parents and students who do not comply with the process for an absence can expect the absence to be considered un-excused.
- Students with excessive absences can lose course credits at the junior and high school levels.
- Saturday, before or after school detention can result from un-excused absences/tardy documentation (as noted).
- Students who are absent cannot participate in extra-curricular events or athletic events.
- Lack of documentation by the doctor or parent results in an un-excused absence.
- Most importantly, the learning process of the student is significantly impeded.

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By the Authority of: Dr. Andrew Deitsch

Dr. Andrew Deitsch

Board of Directors

Seton Catholic Schools, Inc.