

STUDENT WELL BEING

Student safety is a responsibility of the students and the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify any staff person immediately.

All students must have emergency medical information on file with the school office.

Students with specific health care needs should submit their needs, in writing and with proper documentation by a physician, to the school office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures **and attempt to make contact with the student's parents.**

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

SUMMARY OF ATTENDANCE LAWS

INDIANA CODE 20-8. 1-3-33 COMPULSORY ATTENDANCE

Parents' responsibility

- (a) It is unlawful for a parent to fail to ensure that his child attends school under this chapter
- (b) Below proceedings are instituted against a parent for a violation of this section. Personal notice of the violation shall be served on the parent by the superintendent having jurisdiction over the public school or his designee. Personal notice must consist of and take place at the time of the occurrence of one of the following events;
 - 1) the date of personal delivery;
 - 2) the date of receipt of the notice sent by certified mail; or
 - 3) the date of leaving notice at the last and usual place of the residence of the parents. If the violation is committed during the notice period no further notice is necessary and each day of violation constitutes a separate offense.

INDIANA CODE 20-8.1-3-34 COMPULSORY ATTENDANCE FOR FULL TERM

It is unlawful for a parent to fail, neglect, or refuse to send his child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in public schools.

The administration and faculty of NJ-SP High School agree that good attendance is directly related to learning. Every absence, whether or not it is excused, interrupts the student's understanding of the material being presented and lessens the value of a high school education.

ATTENDANCE POLICY

1. Absences will eventually fall into one of three categories... Absent, Verified, or Unexcused.
 - a) **ABSENT:** These periods/days will count against the student. The maximum number of absences allowed for a student in a semester will be 9. On the 10th absence of the semester, the student's credit can be removed.
 - b) **VERIFIED:** These periods/days will not count against the student and will not be factored into the potential loss of credit for an individual student.
 - c) **UNEXCUSED:** The student is truant from school.

2. **In order to participate in any extra-curricular activity, the student must be present in five of his/her seven classes, unless the absence has been pre-approved by a member of the administration.**
 3. Parents/guardians of students will be notified of attendance problems in an appropriate time line.
 4. A student who enters school with a history of poor attendance may be required to enter an attendance contract and/or probation status for current and/or future semesters.
 5. North Judson-San Pierre High School may utilize any of the following interventions in an attempt to curtail excessive absence:
 - a) Parent Conference
 - b) After School Detention
 - c) The Court System
 - d) Attendance Contract
- The school will notify the child and parent of these interventions.

VERIFIED ABSENCES

The following absences are exempt from the minimum attendance policy and will show up as verified absences on the school attendance report.

- Absences due to medical or dental appointment with verification from a health professional.
- Hospitalization or students homebound with a medical condition with verification from a medical doctor.
- Personal illness due to an acute or chronic condition with verification from a health professional.

Other types of verified absence:

- Serving as a page in the State Legislature (Indiana Statute)
- Legislated exemptions to compulsory attendance (Indiana Statute)
- Mandated court appearances (Indiana Statute)
- Death of a member of the student's household or immediate family: Three (3) Days verified will be the starting point. Administrative discretion will be used from that point forward.
- Recognized religious holidays which are celebrated in the family's faith.
- School business as approved by the Board of Education or its designee.
- College or vocational pre-arranged visitation days.
- Personal, physical, or emotional emergency situation requiring consultation with an appropriate staff member.

VERIFICATION/FORMS

1. Written verification must be presented for all types of verified absences. The written excuses must be turned in to the attendance officer **within 48 hours** of the student's return to school.
2. If proper documentation is not received by the attendance officer within this 48 hour time frame, the attendance code for the given period of absence will be (A) – absent.
3. If a student leaves during the school day to attend a doctor or dental appointment,
 - a) The student must sign out with the attendance officer.
 - b) A health professional appointment form should be obtained by the student from the attendance officer prior to leaving for the appointment. This form should be completed and signed by an official at the office of the health professional and must include the date and time of the appointment.

- c) The completed form should be returned to the attendance officer for the absence to be considered verified. (48 Hour Rule is still in effect here.)

PREARRANGED ABSENCES

In requesting a prearranged absence, students and parents must assume full responsibility for work missed and accountability for total days missed.

Absences with parents/guardians that are unexpected may be arranged through the dean of students. If properly arranged, the absences will be verified. Extended vacations with classmates or friends are regular absences and will be subject to the same procedures as other regular absences.

With approval of the administration, a parent may prearrange a maximum of five (5) days from school per year, involving no more than two (2) separate occasions. These absences will be considered verified, not counting towards the student's nine (9) day limit per semester.

ATTENDANCE INTERVENTIONS

Your child's attendance is important because students are more likely to succeed with regular school attendance. When students miss class, it can be detrimental to their learning. Our teachers engage the students in meaningful and rigorous lessons and utilize field trips to enhance lessons. The high school administration supports these field trips for students who have not had attendance problems. The administration reserves the right to make exceptions if necessary.

1. **FIELD TRIP RESTRICTIONS:** If a student has been absent (A, U, or V) from a given class 10 or more times in a semester, their name will go on the Field Trip Restriction List. From that point forward, the student will not be allowed to go on field trips. This list is created one semester at a time. Please note that this includes all absences, even those verified by a doctor.
2. **MAKE UP THE TIME:** If a student has been absent (A, U, or V) from a given class 18 or more times in a semester, the administration will intervene. Options include but are not limited to: attendance contract, opportunity to make up the time, or report to probation. Failure to comply with the prescribed intervention steps will lead to a loss of credit.

PROCEDURE FOR REPORTING ABSENCES

1. **Parents are to call the school at 896-2158 and speak with the attendance secretary to report absences between 7:30 AM and 10:00 AM the day of the absence.**
2. **A parent call does not guarantee a verified absence. A parent call does guarantee that the student will not be charged with an unexcused absence (truancy).**

TRUANCY

A determination made by the office that parents and/or guardians had no knowledge of a student's absence is considered truancy. Class work may be made up with no credit. Detention or in-school suspension may be served. Additional disciplinary action may occur but is not limited to additional suspensions and/or expulsion. In addition, further legal action will be pursued after the second truancy as follows:

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| 1st offense: | Two (2) ASD2*** |
| 2nd offense: | One (1) ASD2 and two (2) ISS, parent conference and letter |

forwarded to the probation office.

*3rd offense: Three (3) days OSS or ISS and/or ASD2, parent/student/school and probation officer conference.

4th offense: Five (5) day OSS or ISS and probation status.

5th offense: Expulsion, Due Process.

*Review driver's license/permit restrictions pertaining to truancies. **Note: Truancies accumulate throughout the school year. *** ASD2 = Two Hour After School Detention.

DRIVER'S LICENSE/PERMIT RESTRICTION

According to Indiana Code 9-24-2-1 a driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who:

1. is a habitual truant.
2. is under at least a second suspension from school for the school year.
3. is under an expulsion from school.
4. has withdrawn from school, for a reason other than financial hardship and the withdrawal is before graduating.

In compliance with Indiana Code 9-1-4-29 (g) and 9-1-4-33.4, administrators will notify the Indiana Bureau of Motor Vehicles when a student meets any of the above-mentioned conditions.

TARDINESS

All tardies will be based on a per-semester accounting. Tardies will be classified as either "to school" or "to class" (periods 2-7).

Tardies "to school" will be handled through the attendance office. A student who missed up to the first 20 minutes of class is tardy. After the first 20 minutes the student will be marked absent for the period also. Students who are tardy to their first period class must report directly to the Attendance Office, before reporting to class, so that their name can be removed from the absence list.

DISCIPLINE-CONSEQUENCES FOR TARDIES TO SCHOOL

1st offense: Conference / Explanation of Policy

2nd offense: Conference / Policy Review

3rd offense: Morning Detention (7:00 AM)

4th offense: Conference / Policy Review - Parent Notification

5th offense: Conference / Policy Review

**6th offense: One Hour After School Detention - Parent Notification
+ Convert To An Unexcused Absence (1st Hour).**

7th offense: Conference / Policy Review

8th offense: Final Warning – Two Hour After School Detention - Parent Notification

9th offense: Loss of Credit.

TARDIES TO CLASS (2ND THROUGH 7TH PERIOD)

A student will be considered tardy if he/she is not in his/her seat, or proper area depending on individual class rules, when the tone sounds. The following procedures will be implemented by teachers with students who are tardy second thru seventh period class:

1st offense: Conference / Explanation of Policy

2nd offense: Conference / Policy Review

3rd offense: Lunch Detention

4th offense: Two Hour After School Detention – Parent Notification

5th offense: Final Warning

6th offense: Loss of Credit

Note: Continued tardiness may result in other consequences including but not limited to additional suspension, and/or expulsion from school.

REQUEST FOR HOMEWORK ASSIGNMENTS

If a student is absent due to illness, please call the high school office before 10:00 a.m. The guidance office will complete a list of assignments missed by the student and will release this to the person whom the absentee designates at the close of the school day. If the student is aware that he/she will be absent more than one (1) day, please inform the guidance office of the days of expected absence. **If request is made students are expected to have homework completed and ready to turn into the teacher upon return to school.**

LEAVING SCHOOL DURING THE SCHOOL DAY

Students will not be released from school during the day unless:

1. The parent/guardian sent a note with the student requesting the dismissal.
2. Every effort is made in contacting the parent/guardian via the telephone by an administrator.
3. Students sign out in the office with the attendance secretary.

Should it be necessary to leave the school for reasons of illness, the following procedures may occur:

1. Admittance to sick room.
2. Exam by nurse or other designated school personnel.
3. Notification of parents by school personnel.
4. Parents may be called by the student, with office permission from the office telephone.
5. Students who do not comply with the procedures or leave school without administrative permission will be considered truant.

***These procedures are required of all students regardless of age.

CAREER VISITATION DAYS

Career visitation days are a privilege, dependent on meeting the attendance requirement as stated in the handbook. Two (2) visitation days are permitted per year for seniors and one (1) day per year as a junior. CVD's will not be approved after May 1st unless request by post-secondary school in writing or by phone through the administrative office. A "Career Visitation Permission Form" needs to be obtained from the guidance office one week prior to the visit. Two days prior to the career visitation day, the form must be approved by a guidance counselor and received by the attendance secretary in the main office. Upon returning to school a letter, verifying the visitation and written on the college letterhead, must be turned in to the attendance secretary.

SUMMER SCHOOL

Classes in English and mathematics are offered each summer, depending on enrollment numbers and/or budget considerations. A semester credit may be earned by successful completion. Upon Board approval, other courses may be offered.

ENROLLING IN SCHOOL

Students are expected to enroll in the attendance district in which they live.

Students who are new to NJ-SP High School are required to enroll with their parents or legal