

guidelines

OFFICE OF THE SUPERINTENDENT
CARMEL CLAY SCHOOLS

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ATTENDANCE

The School Board requires all students enrolled in the schools of this Corporation to attend school regularly in accordance with the laws of the State. The Corporation's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Excusable Reasons for Absence

An excuse for absence from school may be approved only for one (1) or more of the following reasons or conditions:

A. Personal Illness

The principal may require a doctor's confirmation if s/he deems it advisable.

B. Illness in the Family

C. Quarantine of the Home

This is limited to the length of the quarantine as fixed by the proper health officials.

D. Death of a Relative

E. Observance of Religious Holidays

Any student shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief.

Student Vacations During the School Year

Students are permitted to go on vacation during the school year without penalty (except the week ending each semester). The purpose of this administrative guideline is to accommodate parents who want to take their vacations during the school year because of company (industry) policies and the desire to enjoy that time as a family.

- A. Whenever a proposed absence-for-vacation is requested, parents must discuss it with the principal. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

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- B. The student may be given approximate assignments and materials for completion.

Truancy

A student shall be considered truant each day or part of the day s/he is unexcusably absent from his/her assigned location without parental knowledge. Absence is defined as non-presence in the assigned location any time beyond the tardiness limit. A student will be considered tardy rather than absent if s/he is not in his/her assigned location by the time stipulated by the teacher and/or the principal.

A student shall be considered an "habitual truant" when, in spite of warnings and/or his/her parent's efforts to ensure attendance, s/he has accumulated the number of truantries determined by the principal.

In accordance with Board policy, the building principal and/or attendance officer shall keep the Bureau of Motor Vehicles informed of each student whose truancy has resulted in at least two (2) suspensions or an expulsion from school or if the student has withdrawn from school in an effort to circumvent the loss of his/her driver's license or learner's permit.

The disciplining of truant students shall be in accord with Board policies and due process, as defined in policy 5611 and the Student Code of Conduct.

Students Leaving School During School Day

- A. No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parents.
- B. No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by principal.
- C. A "closed campus" will be maintained at each school for the purpose of:
 - 1. ensuring the safety of students during the hours they are under school jurisdiction;
 - 2. being accountable to parents for student's activity during school hours.

In administering this responsibility, procedures shall be established to account for all visitors to the school and individual students who are excused during the school day.

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Detention of Students after School

Reasonable detention at the beginning or close of the school day is allowed. In all cases where students are detained at the end of school, parents are to be notified in advance. In all cases involving bus riders, parents are to be notified a day in advance so that alternate transportation may be arranged.

Encouraging Attendance

Promoting and fostering desired student attendance habits requires a commitment from the administration, faculty, and parents. No single individual or group can - in and of itself - successfully accomplish this task.

A professional staff member's responsibility must include, but not be limited to incorporating defined, daily participation as part of the teaching/learning process and each grading period.

Make-Up Opportunities

A student may make up units of study with a properly-certificated teacher if prior approval has been granted by the principal.

Students will be given the opportunity for making up work missed due to approved absences. The length of time for completion of make-up work shall be commensurate with the length of the absence.

Tardiness

Students not in homeroom or in class by the time stipulated by the teacher as approved by the principal are considered tardy.