

ATTENDANCE POLICY

All students at Pike Central are expected to attend school on a regular basis to receive maximum benefits of the educational process. The attributes of punctuality, dependability, and reliability are characteristics that are respected in our society and therefore are part of the educational process.

Any time a student is absent, the parent should call the office (354-8478) on the day of the absence, or submit a parental note the day the student returns to school. In the event the student was under the care of a physician, dentist, court official, etc., a written statement verifying the absence must be presented.

Policy

A student under eighteen (18) years of age is to be in attendance every school day as prescribed by the school attendance law. However, for those students who have an absence or tardy, the following procedures will be followed:

1. Students are permitted a maximum of ten (10) unexcused absences per school year.
2. When a student has been absent five (5) times in a semester, a letter will notify the parent(s)/guardian(s).
3. After eight (8) absences, a letter will again notify the parent(s)/guardian(s).
4. When ten (10) absences occur, the parent(s)/guardian(s) will be notified in writing.
5. Absences beyond ten (10) days unexcused will result in notification of the Attendance Enforcement Panel.
6. Days of absence covered under IC 20-8.1-3-18 will not be counted toward the ten (10) days unexcused per year total.

a. OSS-ISS

b. As a helper to a political candidate during election days

c. Court appearance

d. Active duty with the Indiana National Guard

e. Funeral in the immediate family

f. Attendance at religious instruction

g. Certificate of incapacity by an Indiana physician

7. Students who are absent from school unless covered under I.C. 20-8.1-3-18 shall not attend school related activities that evening.

8. All notes from parents must be submitted within three (3) days after the student returns, or the absence will be considered truancy.

Make-Up Work

1. Absence - This work must be made up. Failure to do so should result in an incomplete grade. All tests and quizzes may be made up.
2. In-School Suspension (ISS) - All work missed must be made up during the day of ISS and credit will be given.
3. Out-of-School Suspension (OSS) - All work missed must be made up although credit will not be given. Failure to do so should result in an incomplete grade.
4. When a student is absent for a specific number of days, that student will have equal to the amount of days missed to turn in make-up work beginning after the first day that student returns.

Tardy Policy

Definition of tardy: Reporting late to school or late to class. If a student is more than ten (10) minutes late to class, they should be counted absent.

1. A student is considered tardy if he or she is not in their assigned room at the designated time the period is to start. A tardy will be excused if a teacher or office personnel excusing the tardy sign a valid pass. The time on the pass will indicate whether the student has gone directly to class.
2. Each teacher will explain the tardy policy to students at the beginning of the school year. Unexcused tardies will be recorded in the teacher's grade book.