

Student Attendance Policy

Indiana Attendance Law

The Indiana State Attendance Law requires schools to alert parents and guardians of a student's unexcused absences five (5) and ten (10) days before legal intervention by the Marion County Prosecutor's Office. According to the law, habitual truancy may result in a Class B misdemeanor or Level 6 felony charge for parents/guardians.

Good Attendance (4 or Fewer Days Absent): Students with good attendance generally achieve higher grades and enjoy school more. Students make the most of their educational opportunities if they attend school every day and on time.

Warning (5 Unexcused Absences): Students absent five days a year miss a year's worth of school before senior year. Missing a day of school puts students two days behind their classmates.

- Mandatory parent conference with school administration and an attendance intervention plan.

Chronic Absences (10+ Unexcused Absences): Missing just one day every 2 weeks can add up to 10 days in a year. Excused and unexcused absences represent lost time in the classroom and lost opportunities to learn.

- Legal notice of the student's truant status will be sent to the student's address on file and a mandatory referral to the Marion County Prosecutor's Office

Habitual Truancy: Legal Intervention by the Marion County Prosecutor's Office

- Failure to ensure school attendance – Class B misdemeanor
- Educational Neglect – Level 6 Felony

The State of Indiana defines a child as chronically absent after 18 absences (10% of days) in a school year. Additionally, PSOE identifies chronically absent students as:

- Those with 36 tardies or early pick-ups (20% of days) in a school year.
- At risk for retention due to attendance.

Chronic Absence with No Contact

If a student is absent for the first 5 days of school or 10 consecutive days during the school year and there has been no successful contact between the family and the school to explain the absence, the student may lose their seat and be unenrolled from the school. This may result in a DCS case report to ensure the safety and well-being of the child.

Excused vs. Unexcused Absences

An **excused absence** is an absence regarded as a legitimate reason for being out of school as per school policy. Examples of these absences include:

- Student's illness verified by the parent or doctor's note
- Doctor or dentist appointment
- Death in the family
- Deployment of a parent or guardian serving in the military (one day for deployment, one day for return, and up to 10 days when the service member is on temporary leave at home)
- Head lice
- Recognized religious holidays regularly observed by persons of the student's faith
- School-issued suspensions
- Court appearances or legally mandated meetings
- Other circumstances, such as unexpected emergencies (at the school administrator's discretion)

An **unexcused absence** is not covered under the definition of excused or exempt. Examples of unexcused absences include:

- Family trips or vacations
- Absences without a valid reason or documentation
- Absences not reported by 12:00 pm on the day of the absence.

Parent Responsibilities

Parents and guardians are expected to report absences early and daily to allow the school to support the student's learning. Appointments and vacations should be arranged outside of assigned school hours and days whenever possible. Automatic calls for students reported as unexcused absences will be sent out at 10:00 am daily. To report a child absent, the parent/guardian should call the school's front office or contact the email address provided and explain the student's absence before 12:00 pm. Solely notifying a student's teacher of an excused absence is not sufficient to ensure the absence is recorded correctly. Failure to contact the school to report an absence by this time will result in an unexcused absence. Parents can review their child's daily attendance via their Parent PowerSchool account. Parents can contact the school if they need support logging into this account to access this information.

School	Phone Number	Email
Paramount Brookside	317-775-6660	absences@psoebrookside.org
Paramount Cottage Home	463-231-2880	absences@psoecottagehome.org
Paramount Englewood	463-231-2830	absences@psoeenglewood.org
Paramount South Bend	574-274-4785	absences@psoesouthbend.org
Paramount Lafayette	765-463-5543	absences@psoelafayette.org
Girls IN STEM Academy	317-644-0076	absences@psoegisa.org
Andrew J. Brown Academy	463-276-7707	absences@ajbacademy.org
Paramount Online Academy	317-910-8551	absences@psoeonline.org

Under I.C. 20-33-2, a parent or guardian is required to ensure their child attends school. If a parent of a scholar does not send the student to school due to the student's illness or mental/physical incapacity, a parent may be required, at the school's request, to produce medical documentation from the scholar's healthcare provider no later than seven (7) days after the absence occurred.

Tardy Policies and Procedures

Students are expected to be inside the school at or before 8:00 a.m. All students dropped off after 8:00 a.m. need to be signed into the front office by an adult 18 years or older. Students arriving after 8:30 a.m. will be marked as Tardy Unexcused (TU). Tardiness due to traffic is considered unexcused. Families should account for traffic conditions and make arrangements to ensure students arrive at school on time. Tardies can be excused if a child is late due to a medical or dental appointment or for other circumstances, such as unexpected emergencies, determined by the discretion of the school administration.

For intervention, the school monitors student tardiness. If tardiness becomes habitual, the school may contact parents and require them to meet with the school administration. Tardiness may be considered for a student's risk for retention and other interventions.

Early Pick-up Policies and Procedures

An early pick-up removes a student from class before the student's assigned dismissal time. A parent or guardian must sign a student out at the school's front office before removing the student from school grounds for early release. Students will not be dismissed unless a parent or guardian approved for pick-up physically comes to the front office to check the student out. The parent or guardian will be asked for identification to confirm identity. For student safety, students must be picked up by a parent, guardian, or approved emergency contact to be dismissed. A note or phone call requesting a student be dismissed alone is not sufficient and cannot be honored. This policy applies to all early dismissals, including those for appointments or illness. Likewise, if a scholar needs to be sent home due to

behavioral infractions or illness, a parent, guardian, or approved emergency contact must come to the school to remove the student from school grounds.

Early pick-ups (EPU) will be marked on the student's attendance record. The school should receive documentation for medical appointments related to early pick-ups within 7 days. For intervention, the school monitors early pick-ups. If early pick-ups become habitual, the school may contact parents and require them to meet with the school administration. Early pick-ups may be considered for a student's risk for retention and other interventions.