

APA K-4 ELEMENTARY ATTENDANCE POLICY

Parents must communicate all absences to the school office by phone or in writing.

- Regular school attendance is a valuable characteristic to help develop responsibility.
- Legitimate reasons do exist for students to miss school but should be rare.
- When a student is not in attendance, school does go on and the student falls behind.
- It is legitimate and proper for the school to set limits on absences from school.
- Tardiness to school and/or missing part of a school day negatively effects student performance.

Student absences are classified into two categories: **Exempt** (does not count toward the absence limit) and **Non-Exempt** (does count toward the absence limit). **Non-Exempt** absences consist of **Excused** absences (excused by parent or administration) and **Unexcused** absences (student is absent with no communication from parents or for an unacceptable reason).

- **K – 4th Grade** students are permitted seven (7) **Non-Exempt** absences with parental permission per semester.
- **Tardies (late to school):** Three (3) tardies will equal one (1) unexcused absence. These absences do accumulate along with normal **Non-Exempt** absences for the semester limit.
- Students are required to serve a (1) hour detention for each of their first (3) **Non-Exempt** absences over the limit. (absence 8, 9, 10)
- Students will be referred to Child Protective Services for potential educational neglect after the following **Non-Exempt** absences: (absence 11, 14, 17, etc.)
- After 14 **Non-Exempt** absences, the student may be removed from APA.

Exempt Absences (What determines an Exempt Absence?)

1. The following absences are Exempt and therefore do not count toward the limit on absences per semester.
2. Illness during which times the student is under the care of a physician (**must have doctor's note covering the days in question**).
3. Serving as a page in the Indiana General Assembly.
4. Absences due to bereavement (**when requested by the parent and approved by school**).
5. Absences due to medical, dental, legal appointments or court hearings (**must have note from doctor, attorney, or court**).
6. Observing a bona-fide religious holiday (**when requested by the parent and approved by the school**).
7. Illness that requires the school nurse or the school administration to send a student home for the day (**only applies to obvious illness such as fever**)
7. Absences caused by an out-of-school suspension.
8. School related and approved absences such as field/study trips.
9. Absences verified as necessary by the administration.

Non-Exempt Absences (What determines a Non-Exempt absence?)

All other absences that are not described in the Exempt Absence category will be considered non-exempt absences and will count toward the absence limit per semester.

Unexcused Absences / Consequences

Unexcused absences may result in disciplinary action at the discretion of the administration.