

Dearborn and Ohio County Elementary Schools Attendance Expectations

Attendance: Punctuality

Dearborn and Ohio County Elementary Schools Attendance Expectations - Next to student effort in the classroom, regular attendance is the most important thing students can do to assure optimum academic achievement. Parent/Guardian must assume primary responsibility for student attendance. Parent/Guardian must communicate a high level of expectation regarding attendance and notify the school whenever the child is absent. Business and industry both require regular attendance and punctuality from employees, so it shall be the expectation of Dearborn and Ohio County Elementary Schools to train students to those same high standards.

All students are expected to attend school and be on time for class in order to receive maximum benefit from instructional programs and to develop habits of self-discipline and responsibility. The goal of the attendance expectations is to encourage good attendance and develop good work habits.

Attendance: Procedures for Reporting Absences

When a student is absent from school, a parent/guardian must call or send a DOJO message to the attendance officer at the school during the morning of the student's absence. The phone number is 537-7239. If we do not get a call from the parent/guardian by 9:00 AM, the LCSC's automated system will call all listed numbers to verify the absence. If calling in is not possible, a written excuse from the parent(s)/ guardian(s) must be presented to the principal or designee within one (1) school day of the student's return.

Excused absences are defined as missing class or school for one of the following reasons:

- State excused absences (excused by state law). Personal injury or illnesses that leave a student mentally or physically unfit for school attendance. This provision includes absences due to medical, dental, or eye appointments. You must provide written documentation. (Appointments should be scheduled before or after school.)
- Children are released for days of religious observance upon request of their parents. A note signed by the parent/guardian must be presented prior to the day of observance and must be approved by the principal or her designee.
- If a student is sent home with a communicable disease/ head lice - the day the school sent the student home is excused.
- Bereavement Leave. The school will allow five (5) calendar days for a member of the immediate family. Immediate family is mother, father, brother, or sister. Two (2) days will be allowed for other family members. If more days are needed, a parent/guardian must contact the school principal or designee.
- Court, Division of Family and Children, and mental health appointments. Written documentation must be provided to the school to be considered an excused absence.
- The school will allow a parent/guardian to call a student in ill, send a handwritten note, or Dojo message six (6) times a school year. After the six (6) parent calls or notes have been used up for the school year, the parent/guardian must provide a doctor's excuse or other legal documentation as to why the student was absent. Doctor's excuse or other legal documentation should be turned in within 2 days of the student's return.

Unexcused absences are defined as missing school under the following circumstances:

- Without an excused reason (see above list).
- Any absence which has not been verified.
- Absences which require approval and prior approval had not been obtained.
- Elearning assignments must be submitted by 8:00AM the following school day or the student will accrue an unexcused absence.

Attendance: Make-Up Work

- Students who have been absent shall be required to make up any missed learning experiences.

- Make-up work is due within the same number of days for which the student was absent. For example, if the student is absent two days, the work is due two days after the child returns to school.

Attendance: Student Attendance Record

K-2 Absences will be classified on attendance summaries as follows:

- (ADM) - official medical verification of illness
- (AE) - telephone call or note from parent(s)/guardian(s) or responsible adult, prior approval from school officials
- (AU) - no verification or parental contact concerning absence.
- (TE) - Tardy Excused or (LEE) Left Early Excused - official medical verification of illness or appointment
- (TU) - Tardy Unexcused or (LEU) Left Early Unexcused - late arrival or left early with no reason given
 - o School begins at 8:35 AM each day. Any student arriving at school after 8:35 AM will be considered tardy and documented in school attendance records. Any student leaving before 3:30 PM will be documented in school attendance records.

Preschool Absences will be classified on attendance summaries as follows:

- (PKE) - Preschool Excused Absence - telephone call or note from parent(s)/guardian(s) or responsible adult, prior approval from school officials
- (PKM) - Preschool Medical Excused - official medical verification of illness
- (PKU) - Preschool Unexcused Absence - no verification or parental contact concerning absence.
- (PKTE) - Preschool Tardy Excused- official medical verification of illness or appointment
- (PKTU) - Preschool Tardy Unexcused - late arrival or left early with no reason given
 - o Preschool begins at 8:00 AM each day. Any student arriving at school after 8:00 AM will be considered tardy and documented in school attendance records. Any student leaving before 3:30 PM will be documented in school attendance records.

Attendance: Notification to K-2 Parents

Dearborn and Ohio County School Corporations have adopted the following attendance expectations. In order to keep parent(s), guardian(s) informed as to their child's absence, if a student has three (3) unexcused absences, a parent letter will be sent home from the school office. If a student has six (6) unexcused absences, parent contact will be made by the Dearborn County Juvenile Probation Department. If a student has nine (9) unexcused absences, the Dearborn County Juvenile Probation Department will be notified and an Ireland Home Base Service Referral will be initiated. If a student has twelve (12) unexcused absences, the Dearborn County Juvenile Probation Department will be notified and a DCS case will be initiated. Once attendance has been referred to the probation department, all other absences must have a doctor's excuse or the absence is unexcused. Severe cases of poor attendance will be prosecuted under Indiana's compulsory school attendance laws.

Number of Unexcused Absences	Action
3 Unexcused	Parent Letter
6 Unexcused	Dearborn County Probation Notified and Parent Contact Made by Dearborn County court liaison
9 Unexcused	Dearborn County Probation Notified and Ireland Home Base Service Referral Initiated by Dearborn County court liaison
12 Unexcused	Dearborn County Probation Notified and DCS Case Initiated by Dearborn County court liaison

Attendance - Truancy

Indiana law defines a student as habitually truant if they have 10 or more unexcused absences in a school year.

Awards

At the end of the year, LPS honors the achievement of the students with an awards program for students in Kindergarten through Second Grade.

A summary of the awards given are as follows, but not limited to:

Perfect Attendance Award

- To qualify for the perfect attendance award, a student must be able to show that he/she was in attendance every school day this school year and tardy or left early from school less than 3 times during the school year.

Excellent Attendance Award

- This award has been established to honor those students who are very regular in their attendance and punctuality, but not absolutely perfect in that regard. Any student who missed 3 days or less during the school year (inclusive of tardies) will qualify for this award.

Citizenship Award

- To qualify for this award a student must have E, S, A, and/or Bs in Citizenship on their report cards all year. Additionally, they must not have received more than one disciplinary trip to the office during the school year.

Other Awards

Book-It Reading Award

Physical Education Award

Math-A-Thon

Spelling Bee Award

Kindergarten Participation

Music Award

Art Award

Honor Roll

*Ideas for future awards are always welcome.

Bed Bug Administrative Guidelines

To prevent the spread and infestation of bed bugs, LCSC has implemented the following bed bug administrative guidelines:

Due to loss of valuable instructional time, mass screenings for bed bugs will NOT be done. Bed bugs are a nuisance, but their bites are not known to spread disease. Students found to have multiple bite marks that are red, swollen and itching will be sent to the Clinic for further evaluation by the School Nurse. After evaluation, the Nurse will contact the Dearborn County Health Department (DCHD) if the child **appears** to have an active case of bed bug bites (i.e. multiple red marks, or swollen welts that itch). The Nurse will have the discretion to send your child(ren) home that appear to have bed bug bites. If a child is sent home, the Nurse will inform the parents/guardian that DCHD will be called to inspect the home. The Nurse will collaborate with DCHD and the LCSC Guidance Departments on the appropriate time and acceptable home condition(s) for the child(ren) to return to school.

The DCHD has the authority to inspect homes that LCSC refers for a suspected bed bug case(s). They will make an initial home visit and follow up visits as needed. For the safety and welfare of all students, the School Nurse and Guidance Department will work closely with DCHD.

In the event of a re-infestation, the DCHD will be notified for further evaluation and the student(s) MAY be sent home at the discretion of the School Nurse. Students who are suspected of having a case of bed bugs may have their personal items (i.e. backpacks, coats, hats and etc...) separated and sealed outside of their classrooms for prevention purposes, as bed bugs can hitchhike from one place to another in backpacks, clothing, books and other items easily. A staff