

## ATTENDANCE/ABSENCES/TARDIES POLICY:

*\*Items in Italics apply only to students in grades 6-12*

Students need to be in school to be successful. Students with high absence rates tend to perform at lower levels. Attendance at school must be regular and punctual. Make-up work granted a student after an absence is a poor replacement for the actual class experience. A student's absence requires additional work for everyone, including the student, instructor, and school administration. Students should plan on attending school every day classes are scheduled.

A student may not miss more than six (6) days of a class a semester. Students should be in the classes in which they are enrolled unless they have been excused to conduct school business. All absences exceeding six (6) days in a semester will result in loss of promotion eligibility for K-5<sup>th</sup> grade *and a loss of credit eligibility for 6<sup>th</sup> -12<sup>th</sup>* regardless of earned grade in that class (those classes) for the applicable class(es) missed. If a student obtains more than six (6) absences in a semester, they have the option to complete "Vision Earned Time" VET to make up lost class time and regain eligibility for promotion/*credit*.

## EXCUSED ABSENCES

Excused absences are those absences from school with the knowledge and approval of a student's parent/guardian. Such absences will be counted toward the maximum of six (6) absences allowed per semester. Excused absences may include, but are not limited to, verified illness or medical treatment, death in the family or death of close friends, and medical or dental professional appointments.

## UNEXCUSED ABSENCES

Unexcused absences are those absences from school without the knowledge and approval of a student's parent/guardian. Students are truant if their absence from school is unexcused. Unexcused absences include departure from school or class during the school day without the permission of Vision office staff. Such absences will be counted toward the maximum of six (6) absences allowed per semester and will be considered by the Charter Administrator and Attendance Appeals Committee when making denial of promotion or credit and habitual truancy determinations.

## TARDIES

ALL students are expected to be on time to all of their classes. On time means the student is in their seat and ready to learn when the bell rings. Students arriving after this time will be considered tardy. \*Three (3) tardies in any given class will be considered an absence when considered for loss of credit in a class(es) and counted toward the absence policy defined above. Any student who misses more than thirty (30) minutes of any class period will be marked absent that period. All students must check-in and out through the front office to verify arrival and departure times.

## ADMINISTRATIVE WITHDRAWALS

Vision Charter School will administratively withdraw a student who has UNEXCUSED absences for five or more consecutive days. Nine or more EXCUSED OR UNEXCUSED consecutive days will require the school to administratively withdraw the student except in the case of serious illness. The parent shall provide the school written documentation from a physician indicating the necessity for the student to be absent. If documentation from a physician is provided to the school prior to the end of the ninth consecutive day, the student shall not be administratively withdrawn.

## CREDIT APPEAL PROCESS

An appeal process is available for students who are denied promotion/credit eligibility because of excessive absences, truancy, or tardies. It's the parent(s)/guardian(s) and student's responsibility to contact the Charter Administrator

regarding appeals. Such request must be made within five (5) calendar days of receiving notice of losing eligibility for promotion/credit. (See Form for Credit Appeal)

An Attendance Review Committee, appointed by the Charter Administrator, will examine the student's records and may approve a request for waiver of the loss of promotion/*credit* due to extraordinary circumstances. The records of the student, which may be considered, will include the following: 1. Attendance for the current year and previous year and semester, specifically including the number of absences which occurred, and the amount and type of extended illness of the student. The Attendance Review Committee may choose to review additional years of attendance, if desired. 2. Grades for the current and previous year and semester, specifically including the subject or grade under consideration. 3. Make-up work missed, including whether the work was made up prior to the absence or after the absence. 4. Make-up time missed in supervised attendance during the school year or during the period immediately following the completion of the school year. 5. Documentation from physician's or qualified Health Professionals regarding the extraordinary circumstances. The Attendance Review Committee's determination is final and no appeal process is permitted.

If the Attendance Review Committee does not approve the waiver of the loss of promotion/*credit* eligibility, the student may regain promotion/*credit* eligibility by repaying lost time in "Vision Earned Time" or "VET". The student and parents will work with the Charter Administrator to schedule repaying the lost instructional time at available scheduled after school, Fridays, or Summer School dates/times.

#### MAKE-UP PROVISIONS

It is the responsibility of the student to make up all work missed due to any absence. It is also the student's responsibility to check Infinite Campus for assignments during the absence and then check in with the teacher(s) on the day they return to school. This needs to be done during non-instructional time. The student must communicate with the teacher and establish a timeline for completion.

Any known absences should be pre-arranged with a plan for make-up work before the absence. Assignments or tests that are assigned in advance of the student's absence are due on the day the student returns to school unless other arrangements are made with the teacher. The student is responsible to have all assignments completed and be prepared to take any tests upon his or her return to class. "Assigned in advance" means the assignment or test was listed in a class syllabus, class handout, on Infinite Campus, written on the board, or announced by the teacher.

#### ATTENDANCE FOR EXTRA-CURRICULAR ATHLETICS AND ACTIVITIES

To participate during the school day in extra-curricular activities a student must: Turn in assigned class work and take any assigned tests prior to participating and leaving school for the day unless specific arrangements have been made with a teacher.

A student who is absent during any part of the day may not participate in any practice, performance, or function that day/evening unless deemed an extraordinary absence by the Athletic/Activities Director. A student suspended in school for more than one period or out of school on the day of activity will not be allowed to participate in that activity, game, or practice.

Vision Charter students who dual-enroll in IHSAA sports for their home school district, in a sport that Vision does not offer, will have an absence from class due to a game or practice waived as long as the student submits in advance to the Charter Administrator in writing the schedule of games and practices for the IHSAA sport and the student misses the minimum time away from instruction and meets the requirements of this section specifically outlined in Attendance for Extra-Curricular Athletics and Activities. A student's instructional schedule may be

changed to accommodate their IHSAA dual enrollment sport schedule including having a no credit study hall or Tutoring Practicum at the start or end of the day to avoid the student missing excessive amounts of class instructional time if practice time negatively impacts instruction. This may necessitate the student not getting the class(es) they want or having to take a required course online through IDLA due to missing too much instructional time to grant credit. Students participating in athletics/activities/club programs that are not dual-enrollment IHSAA athletics programs for their home district, will not qualify for this attendance waiver.



# ATTENDANCE LOSS OF CREDIT APPEAL

STUDENT: \_\_\_\_\_ GRADE: \_\_\_\_\_ DATE: \_\_\_\_\_

In order to qualify for the attendance appeal process, you must be passing the course(s) but losing credit due to excessive absences only. There will be an appeal for **unusual/ extraordinary circumstances** ONLY.

It is the full responsibility of parent(s)/guardian(s) and students to be aware of the student's attendance record during the school year, in each of his/her classes, using the Infinite Campus system.

Students who exceed the limit of 6 absences for a class per semester (over 6 absences meaning no credit for the course/loss of promotion eligibility) will have the right to appeal to the Attendance Appeal Committee determined by the Charter Administrator. All appeals must be in writing by a parent/guardian and the student and submitted to the Charter Administrator at the front office within 5 school/work days of the notification of denial of credit or promotion eligibility, giving the date(s) absent and the rationale. Documents upon which the appeal is being made should accompany the appeal including all documents from qualified health professionals.

The attendance appeal packet **MUST** contain the following items:

Written or typed letter of appeal from parent/guardian and student containing the specific date(s) of absences, rationale, and supporting documentation.

Attendance Appeal Worksheet (below & reverse side) must be completed in full. The student must present the worksheet to each teacher and office staff for input.

PERIOD	SUBJECT	Current Grade	TEACHER SIGNATURE
1			
2			
3			
4			
5			
6			
7			

Vision Charter Office Staff, please provide the following information.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

PERIOD	# OF ABSENCES	# OF TARDIES
1		
2		
3		
4		
5		
6		
7		

Students who are denied eligibility for promotion (K-5<sup>th</sup>) or loss of credit (6<sup>th</sup> -12<sup>th</sup>) automatically qualify to make up lost instructional time in “Vision Earned Time” or VET pre-scheduled supervised times including after school, Fridays, Summer School, or Open Periods for Juniors or Seniors.

Decisions by the Attendance Review Committee are final. Remedies to the students/parents include making up time at VET for any time not waived to regain promotion/credit eligibility.

