



Attendance Policy 2021-2022

At Bethel Park Elementary, we are committed to working with you to help remove any barriers that may be preventing your student from attending school on a regular basis and on time. Good attendance is a key part of your student's academic success, as research has shown that:

- Children chronically absent in kindergarten and 1st grade are much less likely to read at grade level by the end of 3rd grade.
- By 6th grade, chronic absence is a proven early warning sign for students at risk for dropping out of school.
- By 9th grade good attendance can predict graduation rates even better than 8th grade test scores.

Our commitment to communication and partnership

- **Every absence** = Text message to alert you that your student was marked absent that day. Is everything ok?
 - **3 (* and 13, 23, etc.) unexcused absences** = Text message to alert you and help you track that your student now has 3 unexcused absences.
 - **5 (* and 15, 25, etc.) unexcused absences** = Text message to alert you and help you track that your student now has 5 unexcused absences. Phone call and/or letter from our Family and Community Coordinator. How can we help? What do you need?
 - **7 (* and 17, 27 etc.) unexcused absences** = Text message to alert you and help you track that your student now has 7 unexcused absences. Phone call and/or home visit from the Family and Community Coordinator. How can we work as a team to solve the problem? Every minute counts.
 - **10 (* and 20, 30, etc.) unexcused absences** = Per Indiana State law, a phone call to DCS and a possible conference regarding retention
- * After 10 unexcused absences, we will start over with our accountability/communication measures to continue to help you track your student's attendance and problem solve .**

Excused Absences

Accepted reasons for excused absences:

- Student illness/injury
 - Note from parent required. Absences from injuries/illnesses will only be excused for 2 consecutive days with a parent note alone. A doctor's note is required to excuse absences after that.
- Student doctor appointment/hospitalization
 - Doctor's note required
- Testifying in court
 - Copy of subpoena required
- Family funeral/Death in family
 - Obituary/Funeral Program/Memorial Card, etc. required
 - The excused absence will be for the date of the funeral
- Participation in State Fair or other educational events.
 - Prior authorization from Principal required
- Positive COVID test for student
 - Proof of positive test required to excuse absences
 - Proof of negative test required to return to school
- Positive COVID test for member of student's household
 - Proof of positive test for household member required
 - Student can either quarantine with family member or get tested and live elsewhere until family member is negative or finished quarantining
 - Negative test required to return to school in either case
- Student is quarantining due to an exposure to positive COVID case
 - Student will be excused for 3 days maximum while obtaining and waiting for results of a COVID test
 - Proof of negative test is required to return to school

We understand that absences can happen for many reasons, including illness, family stress, transportation issues, among others. We will do everything we can to partner with you, provide you with resources, and otherwise assist you in solving these problems to help your student attend school regularly. Please reach out anytime to the front desk (317-438-5426) and ask for Mrs. Mathis, Ms. Jenn, or our Family and Community Coordinator, Mrs. Hernandez, for assistance.

Jenn Howard
Coordinator of Social and Emotional Health
jhoward@pilotED.org