

**Noblesville Schools
1775 Field Drive
Noblesville, IN 46060**

"BE PRESENT"

ACES Secondary (7-12) ATTENDANCE PROGRAM

Attending Class Equals Success

Classroom attendance, even when grades are not assigned for the day's activities, provides valuable learning through direct instruction, discussion, group activities, and student interaction. When students are absent, they deprive their classmates of their contributions to the learning process, and they do not derive any benefits themselves from the classroom discussions and interactions among teachers and fellow students. The primary goal of the Noblesville Schools' attendance policy is to encourage maximum student attendance so that students have every available opportunity to succeed.

Target Group: Students with excessive excused or unexcused absences.

Absences that are exempt in the ACES Program are:

- Absences with medical documentation
- Religious holidays
- Death in the family
- Court appearances, incarceration, jury duty, service on election day
- Serving as a page for the state legislature
- College/School visitation
- School sponsored field trips
- Driver license examination
- Military Service- National Guard/Civil Air Patrol (subject to limits)
- Mandated Absences – Suspension/Expulsion/Exclusions

*According to School Board policy regarding extraordinary circumstances parents may, in rare instances, receive approval of the principal for student to be absent and excused from school for reasons other than those specified by law and policy.

Students with Excessive Absences:

1. When a student misses 6 days of school an administrator will review the student's attendance. The parent, student, administrator, counselor/social worker and/or nurse (if requested) may be included in the review process. In some cases the School Resource Officer will be involved. The review team will determine the causes of the student's absences and the student will be encouraged to improve his/her attendance.

In addition, the student's counselor and a Youth Assistance Referral may be made to our Student Services office.

Documentation of all communication will be kept on file. An attendance contract may also be completed.

2. When a student misses 8 days of school, the parent will receive by mail or email an attendance letter and a request for a physician's certification of a child's incapacity to attend school, or a letter requiring a doctor's note to document the causes of further absences.

3. When a student misses a combination of excused and unexcused absences totaling 12 days of school the student and parent are referred to the Community Prosecutor and the Noblesville Schools' Director of Student Services. The Student Services Department will send an attendance letter to the parents. The Community Prosecutor will also contact the parents to inform the parent and child of a required meeting.

At the meeting the community prosecutor will present information to the parents and students on the following:

- Indiana school law on attendance and educational neglect
- The definition of excused and unexcused absences
- Truancy, delinquency, and increasing the chances for becoming a dropout
- The consequences of further absences from school

4. Any further absences will result in a meeting between the community prosecutor, school administration, probation officer, parent and child. A warning of further actions will be communicated if attendance does not improve. 5. If students continue to miss school, a truancy report will be filed and the Community Prosecutor may issue a pickup order.

Students with Unexcused Absences:

“Unexcused Absence” means an absence from school that is not authorized by the local school administrator or local school corporation rule.

1. When a student misses 1 unexcused day of school, the parent and student will be contacted. The student may be assigned to a Friday School.
2. When a student misses 2 unexcused days of school, a Friday School will be assigned to the student.
3. When a student misses 3 unexcused days, s/he will be assigned to Out-of-School Suspension on a Saturday.