



Attendance, Tardies, & Early Dismissal Policy

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 Collaboration and Partnership

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) for assistance.

Absence Communication & Follow-up

Every absence = Text message to alert you that your student was marked absent that day (automated messages will be sent every day at 10AM for both excused and unexcused absences and tardies).

5 total absences/quarter = Student ineligible for clubs/sports for that quarter.

10 unexcused absences (or 15 total absences) = Conference with school administrator(s) required to discuss educational neglect and retention/ summer school. Per Indiana State law a report to DCS is also required (10 unexcused only).

Tardies and Early Dismissal Procedure

Bethel Park Elementary strongly believes that punctuality and presence is a learned skill that will serve our students well as they strive for success. Our school wide expectation is for students to arrive on time to school each day and remain in school for its entirety of the day.

- A student is considered tardy if he/she arrives in class after 8:40 a.m. Students arriving after 9:00 am **must** be escorted to the main office and signed-in by their parents or caregiver.
- Any student that is dismissed early for an appointment **must** be picked up no later than 2:30 p.m. on Mondays, Tuesdays, Thursdays, and Fridays and no later than 1:00 p.m. on Wednesdays. Students being picked up for early dismissal must be signed-out in the main office by their parents or caregiver. Early dismissals and tardies will be counted as unexcused unless they meet the criteria for excused absences above (3 early dismissals/tardies = 1 unexcused absence).

Excused Absence Designations

Please remember that even excused absences create a loss in meaningful instructional time for students. While we understand missed school can at times be unavoidable, we urge families

Illness/Injury (Note from parent/guardian is required)

- Absences from injuries/illnesses will only be excused for 1 consecutive day, and 5 total days throughout the school year with a parent's note alone.
- Consecutive absences (more than one day) and/or additional absences past 5 total days due to illness/injury will require a doctor's note to be excused.
- Excused absences due to illness will only be accepted for conditions which would significantly impact a students' ability to participate in school:
 - Fever greater than 100.4°F
 - Persistent, productive cough/congestion
 - Significant pain that cannot be managed with medication
 - Persistent vomiting and/or diarrhea

Transmissible Conditions (students should return once treated or no longer contagious)

- Viral infections (pink eye, COVID, chicken pox, flu)
- Bacterial/fungal infections (strep, ringworm, hand-foot-mouth, etc.)
- Active pest infestations (lice, fleas, bed bugs)

Appointment (Doctor/dentist/court documentation required)

Though full-day absences may be excused due to a doctor/dentist's visit, we urge families to coordinate appointments to allow for partial day attendance if/when possible to limit the disruption to instruction.

Family funeral/death in family (Obituary/funeral Program/memorial card, etc. required)

Up to five days will be excused for the death of an immediate family member. For all others, the excused absence will be for the date of the funeral.

Disruption to pilotED transportation (bus out of service)

Participation in State Fair or other educational events (documentation required)

Absence Reporting Procedures

When a student is absent from school, the following procedure **must** be followed:

1. It is expected that a parent or guardian calls or texts the hotline at **(317-759-0713)** before 10am on the day the absence occurs to notify the school of the absence. The following should be included:
 - a. The student's name (first and last) and grade;
 - b. The name of the person making the call and the relationship to the student;
 - c. The reason and date(s) for the absence(s).
2. If a parent does not have access to a phone, a note will be accepted on the day the student returns to school (please provide other documentation if required).
3. All phone calls, text messages, and verification notes must be received by the Attendance Office **within 3 days** of the student's return to school in order for the absence to be excused. If a note or phone call is NOT received within 3 days, the absence will be considered UNEXCUSED.