

MIDDLE SCHOOL ATTENDANCE INFORMATION

Welcome to Elkhart Middle School! Attendance procedures are very different than Intermediate. **Please read!** Attendance in **every class period** is very important for your child's academic success. When they are absent, they are missing important instruction time with their teachers.

1. Absences – Any absence (excused or unexcused) is still an absence and will count in a student's yearly attendance count. State law requires that students attend EACH class at least 90% of the days that school is open. This means students can only have 18 absences for the year in ANY class. Absences over 18 may result in failure of the current grade level due to attendance.
 - a. We take attendance seven (7) times a day. **ANY class period that your child misses is an absence** and counts in the year's attendance count. It is **NOT** okay to pick them up early and take them home unless they are sick, have a doctor appointment, or a family emergency. School releases at 3:15. Students taken to attend sibling events at other campuses, may also result in an absence for any class they are not in. Please refrain from this when at all possible.
 - b. Parent notes are limited to three (3) per semester. Each note covers two (2) consecutive days. Students have two days upon returning to school to turn in notes. There is no limit on the number of doctor notes.
2. Tardies
 - a. A tardy happens between 8:00 and 8:14.
 - b. Tardies become an absence in 1st period 8:15 or after. Students must check in at the office if it is 8 am or after. At 8:15 a student will be considered absent 1st period.
3. Doctor notes
 - a. Please get a doctor note when taking your child to a doctor or have the doctor fax us a note at 903-764-8288. There are two types of doctor notes.
 - i. Doctor note – all day absence – excused, but **still counts as an absence. Parent notes do not count as a doctor note even if the note says the student was taken to a doctor.**
 - ii. Doctor note – partial day – coded as an "m" and disappears from the year's attendance. This is your only attendance loophole. Students must attend at least one class AND have a doctor note for the same day. This is preferred for any type of doctor appointments where sickness is not involved (i.e. orthodontic visits).
4. Court Days
 - a. There are some circumstances that require students to attend court. Documentation is required and will not be counted in the year's attendance. **A parent note does not count as a court day.**
5. Vacations/Family trips
 - a. Per the student handbook, vacations/family trips are unexcused absences. They count as unexcused absences and count toward students' yearly count.
6. Funerals
 - a. Please have students bring proof of a funeral. This can be the hand out at the funeral or a newspaper obituary. These are considered excused absences. They do count toward the yearly absences and are limited to three days. (See the student handbook.)

Liane Lewis – Attendance

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I will accept emails from you as a parent note.