

## Insight School of Indiana Attendance Policy

Hoosier Academy Network of Schools is bound by the requirements of Indiana Code 20-33-2 regarding compulsory school attendance. ***It is important to understand that Insight School of Indiana (ISIN) is not homeschool. ISIN is a public-school subject to the same legal requirements as other public schools, including those prescribing mandatory attendance and engagement. Violation of school policies pertaining to attendance and engagement will result in corrective action, as prescribed here and in the Code of Student Conduct, up to and including expulsion.***

### **Background:**

ISIN's students are required by state law (IC 20-33-2) to attend school every day that we are in session unless there is a valid reason to excuse the absence (see Excused Absences and Exempt Absences below).

Pursuant to IC 20-33-2-3.2, "'attend' means to be physically present: (1) in a school; or (2) at another location where the school's educational program in which a person is enrolled is being conducted; during regular school hours on a day in which the educational program in which the person is enrolled is being offered."

Under Indiana law, a person who knowingly or intentionally deprives a dependent of education commits neglect of a dependent as defined in IC 35-46-1-4.

ISIN strongly desires to work in partnership with families to ensure your student's academic success. If there are extenuating circumstances that may affect your student's attendance, we ask you to notify your child's Advisor as soon as possible.

### **Required attendance for ISIN Middle School and High School Students is as follows: six (6) hours per day of online active learning**

Attendance is online learning time which is a combination of time spent in the Desire 2 Learn System, attending Class Connect sessions, and Course Completion.

### **Reporting Absences:**

If the student will be absent and unable to attend Class Connect sessions or log in to the on-line school OLS/LMS please email the attendance department, [attendance@hoosieracadmy.org](mailto:attendance@hoosieracadmy.org) or call the attendance line 463-900-5001. Please state the reason for the absence in the email or voice message as well as the expected duration of the absence. Documentation for the absence should also be attached to the email. Families can use their cell phone to take a picture of the document and attach it. Doctor's notes should be specific with a date and time.

Families must report any changes in contact numbers or addresses to the school. Contact the front desk to make any changes at 317-495-6494. The front desk can also give you contact numbers if you need them. Remember that regardless of the reason for the absence, students are expected to make up work in the LMS.

### **Excused Absences:**

In each of the circumstances below, the student is excused from school and recorded as absent.

Excused absences are defined as absences that the School regards as legitimate reasons for being out of school. These include:

- Student illness or injury in which the Learning Coach or Legal Guardian sends an email to the attendance department or calls into the attendance line with an explanation of why the student is unable to attend (stomachache, headache, flu, etc.) **prior** to the class start time;
  - If an absence due to illness or injury extends past three days a doctor's note is required in order for the absence to be excused;
  - The School also reserves the right to require documentation from the student's physician verifying that it is appropriate for the student to return to school;
  - If medical documentation verifies that the student will be absent for twenty (20) or more days, the School will provide homebound instruction to the student on the days that the student is out due to injury or illness (511 IAC 7-42-12). Homebound instruction is provided by a licensed teacher through Hoosier Academies' virtual system, and the student is counted as present;
- Medical appointments are excused with confirmation of the appointment date and time from the provider; when possible medical appointments should be scheduled before or after school hours;
- Technical difficulties with Blackboard Collaborate if the Learning Coach provides a K12 Help Desk ticket number via email to the student's Advisor;
- Death in the immediate family – up to three (3) days may be excused (obituary may be required);
- Court appearances required by legal authorities, unless absence is exempt as specified below (verification may be required);
- Maternity – Child birth (one week or amount of time dictated by a doctor's note);
- Military Connected Families (e.g. absences related to deployment and return, which should be arranged in advance with the student's Advisor);
- Absences not to exceed two (2) consecutive days for religious observances (including but not limited to Ash Wednesday, All Soul's Day, Good Friday, Hanukkah) may be excused with appropriate documentation.

### **Exempt Absences:**

Exempt absences are those for which Indiana law requires the School to count the student as present, including:

- Serving as a page or honoree of the General Assembly (IC 20-33-2-14);
- Serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election (IC 20-33-2-15);
- When subpoenaed to testify in court (IC 20-33-2-16);
- Serving with the National Guard for no more than 10 days (IC 20-33-2-17);
- Serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2);
- The student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes (IC 20-33-2-17.7);
- Educationally related non-classroom activities (IC 20-33-2-17.5), including School sponsored field trips, subject to the following qualifications:
  - Student must be in good standing academically and with regard to attendance;
  - Trip permission form must be completed;
  - Families must log attendance as outlined above;

- Students must make up all assignments from the missed day(s) (make up assignments must be submitted no later than midnight on the next school day attended).

### **Unexcused Absences:**

An unexcused absence is any absence not covered under the above definitions of Excused or Exempt Absences. Examples include, but are not limited to:

- No working internet (at home or remotely while away from your home base);
- Family vacation;
- Area school districts are not in school due to inclement weather when we are in school;
- Failure to log into the LMS each day;
- Failure to report for state testing even if the student logs into the LMS that day;
- Failure to attend all required Class Connect Sessions;
- Failure to log into course classrooms and complete assignments daily.

### **Tardy to Class**

Students are expected to be in all Class Connects with necessary materials, including working microphone at the time the class begins. Tardiness to a single class will incur the following consequences.

First: Warning

Second: Warning

Third: 3 tardies will equal one missed total Class Connect session

3 missed Class Connect sessions will be recorded as ½ day of unexcused absence

### **Withdrawal Requirement:**

ISIN is a “virtual charter school” as defined in IC 20-24-1-10. Pursuant to IC 20-24-5-4.5, a virtual charter school must require that a student who accumulates the number of unexcused absences sufficient to result in the student's classification as a habitual truant must be withdrawn from enrollment in the virtual charter school.

According to IC 20-20-8-8, habitual truancy means absence of “ten (10) days or more from school within a school year without being excused or without being absent under a parental request that has been filed with the school.”

Under IC 20-33-2-25, the “Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school . . . to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 31-30-through IC 31-40.”

**Absenteeism Notification/Truancy Withdrawal Process:**

<u>Measure</u>		<u>Tiered Intervention</u>	
<u>Absence</u>		<u>Auto-dial</u>	
<u>2 Absences</u>		<u>Auto Dial &amp;</u> <u>Written communication</u>	
<u>3 Absences</u>		<u>Text invite to CC session &amp;</u> <u>Written communication</u>	
<u>4 Absences</u>		<u>Phone Call/Auto Dial/Text</u>	
<u>5 Absences</u>		<u>Phone Call and place on</u> <u>Student Attendance</u> <u>Intervention Plan, follow up</u> <u>email/</u>	

<p><u>6</u> <u>Absences</u></p>		<p><u>Auto Dial/Text</u></p>	
<p><u>7</u> <u>Absences</u></p>		<p><u>Auto Dial /Text</u>  <u>Well check by FRC if no</u>  <u>contact made with family</u></p>	
<p><u>8</u> <u>Absences</u></p>		<p><u>Auto Dial/Text &amp; Written</u>  <u>Communication from</u>  <u>Principal</u></p>	
<p><u>9</u> <u>Absences</u></p>		<p><u>Phone Call to all numbers</u>  <u>until able to reach family</u>  <u>and follow up texts/Auto</u>  <u>Dial</u></p>	
<p><u>10</u> <u>Absences</u></p>		<p><u>Certified Letter sent via</u>  <u>USPS/email copy sent to</u>  <u>registrar/ Auto Dial</u></p>	

8 Days of Absence-

If a student reaches eight days of absences and is a Special Education, 504, or EL student, the appropriate departments will be notified to begin the Manifestation Determination Conference process. The Legal Guardian and student are both required to be present at the Manifestation Determination Conference meeting. All meetings are conducted via conference call unless an in-person hearing is requested at the time of scheduling.

#### **10 DAYS of Absence –**

If a student accrues ten days of unexcused absences during the course of a school year, a certified letter requiring a signature will be mailed to the address on file advising of potential consequences, including up to expulsion, and a mandatory response date for a conference, unless prior arrangements have been made between the School and the student's family.

The Truancy Conference will be offered in the certified letter sent to the Legal Guardian. To schedule the conference, the Legal Guardian will be required to email the appropriate contact email address or call the number listed in the certified letter within 5 business days. If requested, the truancy conference will be scheduled within 24 hours. The Legal Guardian and student are both required to be present at the meeting. All meetings are conducted via conference call. Any unexcused absences must be looked at to determine if they should be excused. If a student has 10 unexcused absences that cannot be explained, expulsion procedures will be commenced. If the letter is signed for, but not responded to by the response deadline, the student will be withdrawn from courses. If the letter is returned by the US Post Office as "unclaimed," the student will be withdrawn from courses, reported to the Indiana Clearinghouse of Missing Children, and treated as a missing student. Students who are withdrawn will not be allowed to reenroll in ISIN for the current school year.

Additionally, the School shall contact the Department of Child Services (DCS) in the student's county of residence and the county prosecutor and/or probation department. For students in grade 9-12, a notice will be sent to the Bureau of Motor Vehicles (BMV) and the student's driver's permit/license may be revoked pursuant to IC 20-33-2-11 for the period of time determined by the BMV.

A truancy determination will be made at the conclusion of the Truancy Meeting unless otherwise stated during the conference. If a student is expelled, the Legal Guardian will receive a letter via first class mail with the truancy determination, the expulsion dates, and the steps to request an appeal.

#### **Truancy Appeal Process:**

An appeal may be made only after the conclusion of the truancy conference and a truancy determination. Appeals must be submitted in writing within two weeks of the Truancy Meeting conference date. Once received, the Legal Guardian will be notified as to whether the appeal has been granted. If the appeal is granted, an appeals conference will be held with a School administrator. The outcome of the appeals conference is binding.

## Insight School of Indiana Engagement Policy

Student engagement in the curriculum, classes, and required activities has a direct impact on student success.

### **Overview:**

The Student Engagement Policy has been implemented to comply with Indiana Code 20-24-7-13, which states:

A virtual charter school shall adopt a student engagement policy. A student who regularly fails to participate in courses may be withdrawn from enrollment under policies adopted by the virtual charter school. The policies adopted by the virtual charter school must ensure that:

- (1) adequate notice of the withdrawal is provided to the parent and the student; and
- (2) an opportunity is provided, before the withdrawal of the student by the virtual charter school, for the student or the parent to demonstrate that failure to participate in the course is due to an event that would be considered an excused absence under IC 20-33-2.

### **Expectation:**

Students are expected to be engaged in school. Engagement is defined as:

- **Actively communicating** with school staff by email, phone, or text. Respond to all emails within 48 hours.
- Attending all **required** Class Connect sessions on time and in their entirety
- **Participating** during the required Class Connect sessions by the teacher's directions of responding in chat, microphone, whiteboard, or breakout room activities
- Attending all **scheduled** conferences
- **Completing** diagnostic and formative assessments
- **Logging in** and completing assignments, quizzes, and tests daily
- **Proactively communicating** with the school regarding technical issues and providing the k12 support ticket number after tech support is called

### **Engagement Process:**

1. If a student is showing signs of low or no engagement, the Teacher and/or another staff member in collaboration with the Teacher shall make a referral to the Student Support Team.
2. The Student Support Team, consisting of staff such as Administrators, Advisors, Counselors, Family Attendance Specialist, 504 Specialist, and Special Programs Director will meet weekly to review the list of referrals and collaborate on a plan of action.
3. The Student Support Team will assign a plan of action, and the student will be monitored for progress according to the specific plan assigned. Examples of a plan of action for students with low or no engagement may include but are not limited to:
  - a. An MTSS Referral
  - b. Student Resources Coordinator Referral



- c. 504 Evaluation
- d. Time Management Skills Coaching
- e. Study Skills Coaching
- f. Student Success Plan

**Overview – Engagement Support Process**

Low or No Engagement = Teacher Makes Referral	Student Support Team’s Plan of Action = Student Success Plan	Advisor Meets with LC & Student = Start Two Week Student Success Plan	Not in Compliance = Advisor adds strict guidelines to Student Success Plan for Two More Weeks	Not in Compliance = Final Compliance Conference, Final Plan Set for One Week	Not in 100% Compliance or No Show to Conference = Withdrawn for lack of engagement
---	--	---	---	--	--

**Engagement Appeal Process:**

An appeal may be made only after the conclusion of the non-engagement withdrawal decision. Appeals must be submitted in writing within two weeks of the non-engagement withdrawal email date. Once received, the Legal Guardian will be notified as to whether the appeal has been granted. If the appeal is granted, an appeals conference will be held with a School administrator. The outcome of the appeals conference is binding.