

## **Muncie Area Career Center 2017-2018 ATTENDANCE PROCEDURES**

**Morning Session:** 7:55 AM – 10:30 AM  
**Afternoon Session:** 12:25 PM – 3:00 PM (Except for Cosmetology students)

Cosmetology School students attend class according to the schedule below:

Monday – Wednesday – Friday	12:00 Noon to 4:00 PM
Tuesday and Thursday	12:00 Noon to 6:00 PM

**To report a student absent  
Call 765-747-5250  
or email:  
[ltuttle@muncieschools.org](mailto:ltuttle@muncieschools.org)  
before 9:00 AM**

**School Calendar:** MACC students are required to follow the Muncie Community Schools Calendar. This means students are required to be in attendance at the Career Center even though the Home School is not in session. The only exception is if the Home School closes due to bad weather then the student is excused from attending the Career Center.

### **Parents/Guardians Responsibility**

The Indiana Compulsory School Attendance Law requires that parents and legal guardians take responsibility for their students' attendance. It is the policy of the Muncie Community Schools that all students shall attend school and be on time each day. In MCS, a student may accumulate no more than nine (9) absences a year to attain a 95% attendance record. A major factor that determines a student's success in high school classes and meeting graduation requirements is regular attendance. The procedures outlined below are derived from the Muncie Community Schools Attendance Policy outlined in the MCS High School Student Handbook (pages 34-39).

The MACC operates on a block schedule. Students are in class for 2.5 hours per day. Therefore, missing one day at the MACC is roughly equivalent to missing three (3) class periods of instruction in a regular high school setting. Students who are absent from MACC classes for two days (5 hours) in a single week have essentially missed one full week of instruction for a regular high school class that meets for one hour daily, five days each week.

### **MACC Attendance Procedures**

MACC administration will monitor student attendance on a daily/weekly basis and work with the student's home school principal regarding the consequence of excessive absences. This may include denial or revoking a work permit or removal from your MACC Class

### **Communication with Parents/Guardians**

MACC administration will communicate with parents/guardians about their student's attendance according to the MCS Attendance Policy outline on page 38 of the MCS High School Handbook. It is important that parents/guardians respond to telephone calls, emails, and letters mailed to parents about their student's attendance record in a timely manner.

**Please review 2<sup>nd</sup> Page →**

### **Excused Absences**

Provided appropriate verification and documentation is provided within two (2) days of the student's return to school, absences for the following reasons will be recorded as excused:

- 1) Personal illness/injury  
(Medical verification is required for absences of three (3) or more consecutive school days and after the total number of absences exceeds eight (8) school days). ***After the 8<sup>th</sup> absence for any reason, a note supplied by the parent is no longer considered to be an excused absence.***
- 2) Funeral
- 3) Medical or dental appointment
- 4) Other emergencies and/or extraordinary circumstances as approved by the MACC administration.
- 5) By statute, the following situations are considered excused if appropriate documentation is presented within two (2) days of the student's return to school:
  - Participating in a school-sponsored activity; serving as a Page of the Indiana General Assembly; election day worker; witness in a judicial proceeding; active duty with the Indiana National Guard; quarantined/excluded due to exposure to a communicable disease; court appearance; detained in the Juvenile Detention Center, and/or hospitalized in a rehabilitation program.

### **Attendance Reporting Procedures to be followed by Parents/Guardians**

- It is the **parents/guardians responsibility to call the MACC Student Services Office at 765-747-5250 by 9:00 AM** to report a student absence.
- The parent/guardian is also required to provide appropriate documentation to verify the reason for the absence within two (2) days of the student's return to school.
- Documentation for medical or court appearance must include the student's name, date and time of the appointment, and the reason for the appointment.
- Documentation should be submitted to the secretary in the MACC Student Services Office.
- Absences for any reason not described above will be recorded as unexcused. Also, any absence without the appropriate verification and/or documentation will be recorded as unexcused.