



## Indiana Digital Learning Schools at Beech Grove

# Attendance Policy

Board Approved September 2025

### Rationale

The purpose of this policy is to ensure all Indiana Digital Learning School students maximize participation in learning opportunities through school attendance. The Indiana Digital Learning Schools are virtual education schools under Indiana Code 20-19-9-4. This policy includes requirements listed in Indiana Code 20-19-9-5. Additionally, Indiana Public Law and federal legislation set a 95% benchmark for a school's minimum attendance rate. Attendance rate is one of the factors that is considered when public schools are placed in performance categories and compared to other public schools.

Indiana Digital Learning School believes students will attain the educational benefits of learning and the fulfilment of academic and career goals through engagement and attendance. Indiana Digital Learning Schools will provide students and families with holistic support, online schooling, work completion or life circumstances so they can succeed in a virtual setting.

INDLS provides tiered attendance support:

#### All Students

- Weekly email to all students containing days attended, excused & unexcused
- Teacher outreached based on academic mastery or needs
- Attendance incentives at quarterly socialization days

#### Students with 1-4 unexcused absences

- Parent communication each Unexcused absence occurred
- Phone and text outreach by INDLS office staff

#### 5<sup>th</sup> Unexcused Absence

- Attendance conference for parents, teachers, administrative staff outlining attendance expectations and providing information for holistic support if necessary

#### Absences 6 days and above

- Daily outreach to Parents & Guardians
- Outreach to emergency contacts and local authorities if the whereabouts of the child is a concern or communication is nonresponsive
- Certified Mail with attendance expectations and potential consequences.

#### Over 10 days of Unexcused absences

- Truancy withdraws
- Communication to responsible authorities such as DCS and DMV.

A brief overview for parents and guardians can be found here: [Attendance at INDLS](#)

### Enrollment Standards

The State of Indiana requires corporations to withdraw students from a virtual program when they accumulate 10 consecutive or 18 cumulative unexcused absences. (IC 20-19-9-5) Indiana Digital provides support to families to maintain engagement and attendance according to this policy.

### Academically Engaged Students

Students enrolled in the Indiana Digital Learning Schools shall maintain good standing regarding Attendance and Engagement by:

- Logging into the Online School (OLS) or Learning Management System (LMS)



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daily

- Attending Class Connect sessions
- Engaging during the required Class Connect sessions
- Attending scheduled conferences
- Attending in-person State mandated testing
- Completing diagnostic and formative assessments
- Actively communicating with school staff
- Responding to request for two-way communication within one school day
- Proactively communicating with the school regarding technical issues
- Proactively communicating with the school regarding excused absences

Academically engaged students participate in learning opportunities by working within the curriculum and offline resources. Each lesson requires approximately 60 minutes of instructional time. Learning opportunities of instructional time involve interacting with the curriculum, progress made in the curriculum, assignment submissions, online Class Connect sessions attended, completion of internal assessments, and other offline resources. If a teacher or academic advisor cannot see evidence of learning they will follow the attendance intervention procedures.

### Student and Family Support and Orientation

Indiana Digital Learning School student attendance is monitored by office and administrative staff. Attendance monitoring includes but is not limited to; reaching out to students and families, facilitating tech solutions, and helping the students reach all resources available. Families and students receive attendance information throughout the school year, including but not limited to weekly attendance updates for all students showing accumulated excused and unexcused absences, annual attendance policy sessions, student attendance status outreach, engagement strategies, support for struggling students, and re-engagement sessions for targeted students. Specific interventions are provided for students and families of students who become truant. An Attendance Orientation is provided to every student, family, and Learning Coach each school year. The student handbook also contains attendance information and is provided to families and students for public access on the school website.

### Attendance

All students enrolled for the entire school year must attend 180 instructional days per school year. The total instructional days are prorated based on the student's start date. The daily minimum amount of expected instructional time are: 5 hours for Kindergarten – 5th Grade, 6 hours for 6- 12th Grade, and 3 hours for Alternative School students. Time in excess to the expected daily amounts will be accepted towards the student's total instructional days.

Learning opportunities of instructional time include but are not limited to:

- interacting with the curriculum;
- progress made in the curriculum;
- assignment submissions;
- online Class Connect sessions attended;
- completion of internal assessments;
- other offline resources;
- and unique situations such as students placed in therapy centers, alternative settings or programs.

Proof of participation in online learning opportunities will be reviewed on a daily basis for every student. School personnel will review all students for time spent in online learning opportunities, evidence of log-in, progress, assignment completion, and communication. Formative assessments may be required to demonstrate active participation in learning opportunities.



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### Procedures to Report an Absence

Absences must be reported by the parent or legal guardian to be excused. The absence can be reported through written notification by emailing [attendance@indls.net](mailto:attendance@indls.net) or calling and leaving a voicemail on the attendance phone line at (765) 204-2224 ext.6477.

### Excused Absences

Absences will be considered excused for legitimate reasons will fall into one of the following categories, all absences are subject to approval by school administration:

- Family Choice Planned
  - Pre arranged and approved vacations, family events and personal matters.
- Family Choice Unplanned
  - Emergency absences occurring due to unforeseen family circumstances
- Bereavement
  - Funerals or grieving time resulting from the death of a close family member or loved one
- Medical
  - Health related conditions that require the student to seek treatment or recovery
  - Absences due to illness exceeding more than three consecutive days may result in a request for a physician's note.
- Religious
  - Observance of religious holidays, practices or events significant to a student's faith.
- Administrator Approved
  - Absences approved by INDLS administration related to circumstances including but not limited to health issues, family emergencies,
  - religious observations, or other personal/extenuating circumstances.

### Exempt Absences

In the following circumstances, a student may be excused from school with credit for attending and no absences recorded:

- Serving as a page or honoree of the Indiana 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)
- Subpoenaed to testify in court (IC 20-33-2-16)
- Serving as an active duty member of the armed forces, including the National Guard for at least 15 days in a school year (IC 20-33-2-17)
- Serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2)
- Approved Educationally Related Non-Classroom Activity (IC 20-33-2-17.5).
- 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)
- HEA 1660 adds a new exception for a student who participates in a scheduled competition, exhibition, or event offered by the National FFA Organization, Indiana FFA Association, or 4-H Club (IC 20-33-2-17.8)

### Unexcused Absences

An unexcused absence is any absence without authorization.

### Attendance Reporting

Indiana Digital tracks daily student attendance through the Student Information System. Student attendance is recorded in the Student Information System using the following attendance codes:

- **Virtual:** This code will be used when a student is considered "in attendance" at the virtual program or virtual school, pursuant to the local attendance policy (this policy). This code should



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be used for virtual students. Indiana Digital students are virtual students.

- **Excused Absence:** This code will be used when a student is not “in attendance” and such absence is deemed “excused”, pursuant to the local attendance policy (this policy). This code should be used for both virtual and non-virtual students. A student who is not “in attendance” but is participating in one of the activities that is exempt by statute from consideration as an “absence” will be marked as Excused Absence.
- **Unexcused Absence:** This code should be used when a student is not “in attendance” and such absence is deemed “not excused”, pursuant to the local attendance policy. This code should be used for both virtual and non-virtual students.

### Testing Attendance

Indiana Digital Learning Schools must follow the rules and regulations set by the Indiana Department of Education (IDOE). According to IDOE, all students are required to participate in state testing. In accordance with state law, students refusing to attend assigned state testing days or any scheduled make-up testing sessions will be reported as an unexcused absence and subject to Habitual Truancy laws.

According to Indiana’s Assessment Policies absence from mandatory state testing cannot be considered an excused absence. The Assessment Policy states: *Every student attending a public, charter, or accredited nonpublic school in Indiana must take the required Indiana assessments to graduate. Furthermore, it is a violation of Indiana’s compulsory school attendance laws for a parent/guardian to refuse to send his or her child to school for the purpose of avoiding tests, including assessments (see IC 20-33-2).*

### Absent Student

Absent students are defined under IC 20-33-2.5 as a student who is enrolled in kindergarten through grade 12, and is absent five days from school within a 10-week period without being excused.

### Chronic Absenteeism

According to Indiana Code 20-18-2-2.4, Chronic Absenteeism is defined as missing ten percent (10%) or more days within a school year for any reason or 18 total unexcused absences.

### Habitual Truancy

According to Indiana Code 20-18-2-6.5 Habitual Truancy refers to a student who has been absent 10 days or more within a school year without being excused. IC 20-33-2-25 requires the superintendent or attendance officer to report a student who is habitually absent from school to an intake officer of the juvenile court or the Indiana Department of Child Services (DCS).

### Truancy Process

Student who is withdrawn pursuant to this policy may not be reenrolled for the school year in which the student is withdrawn per IC 20-24-7-13.

### Attendance Conference

The Attendance Specialist provides specific interventions for students and families of students who become truant. INDLS shall hold an attendance conference within 10 days of any student’s 5<sup>th</sup> unexcused absence. Parents and Guardians shall be included in the attendance conference scheduling and all communication concerning the conference and every effort will be made to encourage all stakeholders to attend.

Notification of the conference date, time and location will be sent to the student’s family



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through email. The notice will clearly state that the student has failed to adhere to the attendance policy and required immediate intervention. The truancy conference team will seek to understand the unique situation of the student and family. The school will review information provided by the student's family and will determine if there is sufficient basis for an excused absence, in accordance with school policy.

### Truancy Withdraw

In accordance with IC 20-19-9-5, Indiana Digital will withdraw any student accumulating 10 consecutive or 18 cumulative unexcused absences.

If a student is withdrawn due to Truancy, Indiana Digital will:

- Report the student to the Indiana Department of Child Services (DCS)
- Report to the Indiana Clearinghouse for Information on Missing Children and Missing Endangered Adults (The Clearinghouse)
- Report to the Indiana Bureau of Motor Vehicles (BMV) information to indicate ineligibility for an operator's license or learner's permit
- Call the local law enforcement agency to confirm child welfare
- Not allow the student to re-enroll for the remainder of the current school year