

## Attendance Procedures

Regular attendance is necessary for success in school as well as required by law. State of Ohio report card standards require school districts to average an attendance rate of 93% or better. It is the responsibility of the parent/guardian to have students in regular attendance. In accordance with the Missing Child Law (ORC3313.205) and House Bill 410, the following procedures will be in effect.

Attendance will be classified under 2 categories:

- **Excused Absence**: an absence where parent and/or guardian properly provides a phone call or note within 48 hours of the absence. The following reasons will be classified as an excused absence per Ohio Revised Code and district policy:
  - 1) personal illness (a written physician's statement verifying the illness may be required)
  - 2) illness in the family necessitating the presence of the child
  - 3) quarantine of the home
  - 4) death in the family
  - 5) medical or dental appointment (with proper documentation)
  - 6) observation or celebration of a bona fide religious holiday
  - 7) college visitation (up to 3 visits with proper documentation)
  - 8) emergency or other set of circumstances in which the judgment of the Superintendent of Schools or designee, constitutes a good and sufficient cause for absence from school
- **Unexcused Absence/Truant**: an absence where a parent/guardian does not make contact with the school to verify absence for one of the eight excused absence reasons per Ohio Revised Code. Excessive unexcused absences may result in a court referral per House Bill 410.

If the student has more than 65 hours of absences, every absence thereafter will be considered truant, unless it is a school-authorized field trip, suspension, or medically certified absence.

### Pre-Planned Extended Absence

The Amherst School District understands that extended absences for worthwhile educational experiences or family activities (vacations) may come up throughout the year. The parent or guardian should seek approval of the school administration and complete the Pre-Planned Extended Absence Form. The school will make every effort to provide homework prior to the absence with two weeks advanced notice. An extended absence will be unexcused until the parent completes and submits the Pre-Planned Extended Absence Form.

### Reporting Procedures for Absence

The parent/guardian must notify the school by 9:00 am if the child is absent (not in school at 7:45 am) using the school attendance phone number (440-988-5230). The notification must contain the **name of the parent/guardian making the call, date of the call, date of the absence, and reason for the absence** (must be one of the eight excused absence reasons).

If no parent/guardian notification is received, it is our policy to call the home of the absentee. It is also our policy to spot check student absences, even if a phone call has been received. If the parent does not contact the school or the school is unable to contact the parent/guardian, the student will be listed as unexcused for the day and considered truant.

Upon returning to school, a student needs to bring a written note from the parent/guardian if a phone call has not been received in the attendance office. If a written note is received with the date of the absence and one of the eight excused absence reasons, the unexcused absence will be changed to an excused absence. Students returning to school without a phone call or note will be considered unexcused and truant.

## Early Dismissal Request

Marion L. Steele High School has a closed campus policy. Students are not permitted to leave the school building during the school day without parent/guardian permission. Parental permission must be in the form of an email or telephone call to the attendance secretary and include one of the eight excused absence reasons. The attendance voicemail is not to request an early dismissal. If by telephone, a return call to a number listed in PowerSchool from school personnel verifying the release is required prior to dismissing the student.

Students needing to leave school for an appointment, should present a written request by 7:45 am to the attendance secretary the day of the appointment. All requests must include the reason and a telephone number to verify the appointment. Students will not be excused from the entire school day unless it can be shown that the appointment necessitates the student to be gone for the remainder of the day.

Any student leaving early must sign out before leaving and then sign in upon his/her return. Sign in/out sheets are located on the front counter in the main lobby. Failure to sign in or sign out will result in disciplinary action.

Students who violate this policy will be subject to discipline. A release time request that has been falsified will be considered truant. Any student who leaves school without signing out, and/or parent approval is considered truant and cannot be excused by a note or parent call after the fact.

## House Bill 410: Definition of Truancy and Excessive Absences

The Amherst Exempted Village School District will follow the policies and procedures as mandated by House Bill 410.

- **Habitually Truant:** absent without legitimate excuse (please see previous Attendance Procedures for explanation of excused absences) for:
  - 30 or more consecutive hours** (4.56 consecutive school days)
  - 42 or more hours in a school month** (6.38 school days per school month)
  - 72 or more hours in a school year** (10.94 school days per school year)
- **Excessively Absent:** absent with or without legitimate excuse (please see previous Attendance Procedure for explanation of excused absences) for:
  - 38 or more hours in one school month** (5.85 school days per school month)
  - 65 or more hours in one school year** (10 school days per school year)

## Attendance Requirements for Participation of Extra-Curricular Activities

Students absent from school all day will not be permitted to participate in extracurricular activities for that day. Students must be present for fifty percent (50%) of their daily instructional hours to participate in extracurricular activities unless permission is granted by the administrative team. Students who leave school or are absent all day may not attend activities as a spectator. Students absent from school the day prior to a weekend will need their excuse validated by the high school administration prior to weekend participation.

## Make-up Work

Make-up work is primarily the responsibility of the student in collaboration with the teacher. The student is responsible for contacting teachers and obtaining make-up assignments and to complete work assigned within the designated time. Typically, a student will be granted one (1) extended day per each day absent. This rule also applies to students who are suspended as they will be allowed to make up the work missed without loss of credit. If requested, for extended absences, assignments may be picked up after school from the red tray located in the counseling office. Students should make every effort to pick up assignments or arrange for a sibling to do so.

## Home Instruction

Home Instruction may be provided for students who are unable, because of physical disabilities, to attend our regular classes for an extended period of time. The application for home instruction should be coordinated through the Counseling Department and must be approved by the administration.

## Late Arrival/Early Release

Application for late arrival and/or early release is open to juniors and seniors only who have consecutive study halls at the beginning or end of the day only. Schedules will NOT be changed simply to provide release. Release is by parental and school permission. Permission is arranged each semester. Late Arrival/Early Release privileges may be revoked for discipline, academic, and/ or attendance problems. Students must arrange their own transportation, exit through the front doors, and may not loiter on school grounds if they are on release.

On certain days due to different schedules, a student may be expected to report to class at a different time. This will be communicated to the students in advance. A student who has late arrival will be allotted the same number of tardies per grading period and be given a warning before discipline is issued. Students with late arrival must also understand that parking may be difficult to find since the majority of students are already in school. However, this does not give any late arrival student permission to park outside designated student parking areas.

## Tardy Procedures

### **First Period Tardy**

Students will be allocated two (2) unexcused tardies per quarter. On the third unexcused tardy students will be subject to discipline as follows:

1st Tardy: Warning

2nd Tardy: Warning

3rd Tardy: 1- Hour Friday Detention

4th Tardy and Subsequent: 2- Hour Friday Detention

### **Classroom Tardy Policy (2nd through 7th period)**

Classroom teachers will consistently adhere to the following procedure in regard the tardiness to classrooms second through seventh period.

1st Tardy: Warning

2nd Tardy: Warning

3rd Tardy: Teacher Consequence/Detention

4th Tardy and Subsequent: Office Referral