

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.

Reporting Procedures for Absence

The parent/guardian must notify the school by 9:00 am if the child is absent (not in school at 8:30am) using the school attendance phone number (440-988-4441). 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.

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 Absence Form.

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 Procedures 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)

Tardiness

A student who reports to school after 8:30a.m. is considered tardy. When arriving late to school, the student must report directly to the office. If a student misses portions of the day because of tardiness, the hours will be counted as unexcused absence hours unless one of our eight reasons for excused absence are noted at sign in.

Make-Up Work

It is the student's responsibility to make up work that is missed because of absence. Upon returning to school, the student must make arrangements with his/her teacher for make-up work. Work that is not made up will be given a zero in the gradebook.

In general, students who have missed work because of absence will be given one school day to make up each day's missed assignments. Extensions may be granted at the discretion of the teacher. If a student is absent for one day, he is encouraged to contact a classmate to obtain the assignments. If a student is absent for more than one day, a parent/guardian may contact the office at 988.4441 before 10:00a.m. to make arrangements to pick-up assignments between 2:00p.m. and 4:00p.m.

Suspensions

Students who are absent due to suspension will be permitted to make up missed tests and assignments only under the following conditions:

1. The student is solely responsible for making arrangements with the teacher regarding the missed assignments and tests no later than the day back from a suspension.
2. The number of days given for make-up work will be left to the discretion of the teacher.
3. Failure to follow these conditions will result in the student receiving a zero grade for any assignments, tests, or quizzes that were missed during the time of suspension.