

ATTENDANCE (BOE POLICY 5200)

A. Reporting Absences from School

The Attendance Office phone number--330-988-1111, ext. 3011

- When a student is absent from school, parents must notify the school of the reason for the absence in one of two methods.
- # 1--The parent/guardian of the student who is absent must notify the school prior to 8:30 a.m. on the day of the absence. The attendance phone line is available 24 hours a day with voice mail.
- # 2--Please send a written statement to school with the student on the next day of attendance to verify the absence. Notes must be turned in within a week of return to school.

****Either a phone call or written statement is needed***

B. Student Absences and Excuses

An excused absence from school may be approved on the basis of any one or more of the following conditions:

- Personal illness
- Illness in the family
- Quarantine of the home
- Death of a relative
- Observance of religious holidays
- Emergency or set of circumstances which in the judgment of the Superintendent of Schools constitutes a good and sufficient cause for absence from school.
- Special circumstances with prior notice to the attendance office and in writing to the principal requesting permission

C. School Notice of Absences

In compliance with Ohio law, letters of notification will be sent home notifying parents of **unexcused** student absence at:

- 30 unexcused hours
- 42 unexcused hours
- 72 unexcused hours

In compliance with Ohio law, letters of notification will be sent home notifying parents of **excused** student absence at:

- 30 excused hours
- 42 excused hours
- 65 excused hours
- 72 excused hours

Students arriving late or leaving early from school will have hours counted towards total hours of school missed.

Students who have exceeded the allowable hours of absence will be referred to the Absence Intervention Plan process, as mandated by Ohio Revised Code. Students who do not meet the expectations of the Absence Intervention Plan may be referred to juvenile court.

D. Planned Absences

Absences due to unusual circumstances will include absences of a responsible nature such as structured educational experiences, vocational planning, visitation to college campus, registration, testing, and college interviews for seniors, but will not include absence for recreation or convenience purposes, etc., such as hunting, shopping, sporting events.

E. Vacation Request and Procedure

Consideration will be given to those families, who because of unavoidable circumstances, must take their vacation during the school year. Prearranged, approved vacations will not exceed a total of five (5) school days during the school year.

The vacation days may be granted under the following conditions:

- A. The student has continually demonstrated a good attendance record.
- B. The days missed by a student will not be detrimental to their academic standing in their current courses or educational program. The final three (3) days and/or the beginning three (3) days of a semester will not be approved for vacation.
- C. At least one (1) parent/guardian will be accompanying the student during the vacation, unless extenuating circumstances deemed appropriate by the principal.
- D. Any vacation days must be approved at least two (2) weeks in advance of the beginning date of the vacation.
- E. Students must make up work missed according to a schedule of one (1) day per each vacation day granted.
- F. Failure on the part of the student to make up work will result in a grade of zero (0) for the work missed.
- G. Days missed in excess of the prearranged vacation will be unexcused.
- H. Vacation days will not be granted (marked unexcused) during state mandated tests or during school calamity makeup days.

F. Make-Up Work for Absences

It is the responsibility of the student to request their assignments before, during, or immediately upon return when absent. The minimum number of days to be given for make-up work is to be equal to the number of school days the student was excused from absence. A teacher may allow more than this if it is deemed necessary.

Students and teachers should make specific plans for all make-up work following absences in order to avoid misunderstandings or misinterpretations of the section.

G. Tardiness to School

Students who report to school after 7:50 am will be considered tardy to school. Students should be in their first period class at 7:50. Tardiness to school will be calculated on a quarterly basis. Tardies due to personal or family illness or emergency will be excused if a note is sent or a phone call made.

NOTE: Failure to comply with being in school by 7:50 a.m. will result in the following disciplinary consequences being issued for tardiness to school each quarter or grading period:

Tardy Policy and disciplinary consequences - tardies to school will be calculated on a nine-week basis.

- 1-3 warning
- 4-5 one after school detention
- 6-7 CLC
- 8+ Referral to administrator for further consequences.

NOTE: Any student refusing to serve the consequence assigned or failing to appear in detention will meet with an administrator and have an additional consequence issued which may include any consequence or a combination of consequences.

H. Tardiness to Class

Tardiness to class is defined by the student not being in the designated area as defined by the teacher/staff when the tardy bell rings. Students are expected to be at each class on time. If students are detained by a teacher or the office, a pass must be issued to admit the students to enter class without being considered tardy.

NOTE: Failure to comply to being in the assigned area when the tardy bell rings will result in the following disciplinary consequences, all teachers will follow the established plan listed below:

Tardies are accumulated by quarter.

- 1st and 2nd tardy to class: verbal warning by teacher/staff.
- 3rd & 4th tardy to class: teacher detentions issued AND will contact the parent and guardian.
- All tardiness after 5: referral to administration

Periodic hall sweeps may be conducted by the staff and administration to address students who are in the halls without permission. Automatic consequences will be assigned for students caught in the hall sweep.

I. Cutting Class

If a student is more than 5 minutes late to class, they are considered skipping class and will be assigned an appropriate consequence.

J. Partial Day Absence

All partial day absences are reported in hours and students must meet attendance hour requirements. Students are to be in school for 4 consecutive periods of the school day in order to participate in that evening's extracurricular activity.

K. Signing In and Out of School

- A note from the guardian or parent must be presented to the attendance office before school begins on the day of the appointment.
- The note should contain the name of the student, date, destination, time of return, signature of the parent/guardian, if applicable-the name of the doctor and the doctor's office telephone number, or other appropriate information for any type of appointment.
- The student will be given a release slip to show their classroom teacher. At the time of the dismissal the student must then report to the attendance office to SIGN OUT from school. Any student not transporting themselves MUST have a parent/guardian pick their student up in the office.
- Students returning to school following a scheduled appointment must SIGN IN at the attendance office immediately upon their arrival back to school. A pass will be issued for admittance to class. Failure to follow proper procedures may result in disciplinary action.

L. Special Notation About Appointments

All students must present to the attendance office a note from the doctor, dentist, or from a court appearance upon returning to school to receive an excused absence for the time they were not in school. Failure to do so will result in an unexcused absence. The note must be turned in within one week of the absence.

Release for hair appointments, job interviewing, driving exams, child care and most other outside activities, are not excused under Ohio school law and will not be permitted.

Appointments of a sensitive or personal nature should be handled by calling administration to make the necessary arrangements.