

SECTION III Student Conduct

ATTENDANCE (see Board Policy 5200)

School Attendance Policy

Students are expected to attend classes regularly and to be on time in order to receive the full benefit from our instructional program and to develop habits of punctuality, self-discipline, and responsibility. Continuity in the learning process is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving high school. For these reasons, we feel that a student must satisfy academic and attendance requirements.

The explanation of each absence shall be made (by the parent or guardian) to the building principal as designee of the superintendent.

- Anytime a student is absent, a parent must call to notify the school (note, voicemail or email). Please notify by no later than 9:30 am.
- Parents or Guardians include first & last name, homeroom and reason for absence when notifying of an absence.

An excuse for absence from school may be approved on the basis of any one (1) or more of the following conditions:

- A. **Personal illness**
(a written physician's statement verifying the illness may be required)
- B. **Illness in the family necessitating the presence of the child**
- C. **Quarantine of the home**
- D. **Death of a relative**
- E. **Necessary work at home due to absence or incapacity of parent(s)/guardian(s)**
- F. **Observance of religious holidays**
(For observing a religious holiday consistent with his/her creed or belief)
- G. **Out of State Travel to Participate in a District approved enrichment or extracurricular activity.**
- H. **Such good cause as may be acceptable to the Superintendent**
- I. **Absence During the School Day for Professional Appointments**
Parents are encouraged to schedule medical, dental, legal, and other necessary appointments outside the school day. Since this is not always possible, if a student is to be absent for part of the day:
 - The student shall bring a signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect that s/he reported promptly for the appointment.
 - The student shall report to school immediately after his/her appointment if school is still in session)(maximum of 24 hours per school year)
- J. **Emergency or Special Circumstances**

(Which, in the judgment of the superintendent, constitute a good and sufficient cause for absence from school)

Attendance need not always be within the school facilities; a student will be considered to be in attendance if present at any place where school is in session by authority of the board.

The board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program, provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

Procedures Concerning Absences and Truancy

Families will be forewarned once their child has accumulated 30 hours of absence.

ORC 3321.191 (C)(1)	Consecutive Hours	Hours Per School Month	Hours Per School Year
Habitual Truancy	30 hours without legitimate excuse	42 hours without legitimate excuse	72 hours without legitimate excuse
Excessive Absences	N/A	38 hours with or without legitimate excuse	65 hours with or without legitimate excuse
Chronic Absenteeism	N/A	N/A	10% or 92 hours with or without legitimate excuse

Trigger an Attendance Intervention Plan (AIP) meeting:

1. Student reaches level of habitual truancy as reported in **Progressbook**
2. Secretary sends out standardized attendance call to parents* notifying them that an AIP meeting will be set (1st notification)
3. Secretary sends out a calendar invite to team (see below) with the date and time of AIP meeting based on availability on shared calendars. AIP meeting **MUST** be held no later than 14 days from the triggering absence date.
4. Secretary runs AIP letter and fills in the date of time of meeting and mails to parent (2nd notification)
5. Within 7 days of the triggering absence, if the parent has not responded to meeting invitation, a school counselor will call parents. (3rd notification, if needed)

Wooster Attendance Intervention Team (AIT) Members:

Optimally, a Wooster AIT will consist of the student, parent, building principal and building guidance counselor. Attendance secretaries, teachers, the school resource office or other staff members with a relationship to the student may be asked to participate on an as-needed basis. Each building can determine its own teams.

Standard Agenda for AIT Meeting:

1. Discuss student attendance
2. Discuss factors/barriers contributing to the student not coming to school

3. Discuss academic progress and behavior at school
4. Discuss recommendations offered by the parent and/or student
5. Discuss interventions recommended and offered by the school
6. Establish an Attendance Intervention Plan for the student and begin tracking for 60 days.
7. Give a written copy of the AIP to the parent at the conclusion of the meeting or, if the parent is not present, mail a copy of the AIP to parent within 7 days of meeting.

Contact from a parent/guardian is required for all advanced absences and must include the dates of absence and the reason for the absence. Any absence not justified by one of the above categories will be judged unexcused.

Tardiness and Leaving School Early

For any student leaving the building during school hours, a parent or guardian must notify the school. Notes sent in should be presented to the teacher upon the child's arrival at school. The parent must come into the office, report to our school secretary and sign out the child. Upon his/her return, the child and/or parents are to sign-in on the same sheet indicating the time of return. If someone other than a parent is to pick up the child, the office must be notified in advance. This same procedure is to be followed if a child is to leave because of illness.

Students will not be released to anyone not listed on the emergency medical form without parent/legal guardian permission.

Any student who arrives after 9:05 AM will be counted as tardy, unless the student has a doctor's (*or other professional*) appointment.

- any student who arrives after 10:20 AM will be counted as absent for the morning.
- any student who arrives after 2:05 PM will be considered absent for the entire day.
- any student who leaves before 2:05 PM will be considered absent for the afternoon.

Student Vacations During the School Year

Students are permitted to go on vacation during the school year without penalty (except the week ending each semester or during district/state testing). The purpose of this administrative guideline is to accommodate parents who must take their vacations during the school year and the desire to enjoy that time as a family.

Whenever a proposed absence-for-vacation is requested, parents must discuss it with the principal. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

The district will only approve a student's absence for a vacation when s/he will be in the company of his/her own parent but not other students' parents, unless there are extenuating circumstances deemed appropriate by the principal.

If a student is absent for any other type of vacation, s/he will be considered inexcusably absent from school and subject to truancy regulations.

The student may be given approximate assignments and materials and pages to be completed.

The time missed will be counted as an authorized, unexcused absence, but shall not be a factor in determining grades unless make-up work is not completed.

TWO-WEEK notice is requested in order to make fair determinations and preparations. **Prearranged vacations may not exceed a total of five school days during the school year; days missed in excess of the prearranged vacation will be unexcused.**