

Student Attendance

Being on time is so important for academic success! People who are always on time are really people who arrive early every day--and acknowledge that things can go wrong to set them back several minutes. When things do "go wrong

School Absences

1. Absences from school must be confirmed by a parent/guardian in order to be considered excused.

The legal reasons for school absence are as follows:

A. Personal Illness: The building principal/designee may require the certificate of a physician if he/she deems it advisable.

B. Illness in the Family: The absence under this condition shall not apply to children under 14 years of age.

C. Quarantine of the Home: The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.

D. Death of a Relative: The absence arising from this condition is limited to a period of three (3) days unless a reasonable cause may be shown by the applicant child for a longer absence.

E. Absence Due to Absence of Parents or Guardians: Any absence arising because of this condition shall not extend for a period longer than that for which the parents or guardians were absent.

2. Absences from school due to school-sponsored field trips or activities are considered excused absences.

3. A maximum of nine (9) of a student's absences from school will be considered excused with parental notification. All other absences from school will require additional information and/or documentation in order for the absence to be considered excused. Documentation other than parent notes provided for purpose of excused absences from school are reviewed by the principal or designee.

4. A student will be considered an habitual truant if he/she is absent without legitimate excuse for five (5) or more consecutive school days, seven (7) or more schools days in one school month, or 12 or more school days in a school year.

A student will be considered a chronic truant for purposes of this policy if he/she is absent without legitimate excuse for seven (7) or more consecutive school days, 10 or more school days in one school month, or 15 or more school days in a school year.

Elementary and Intermediate School

1. A student's absences from school are excused by parent notification for a maximum of nine (9) days. All other absences from school require additional verification or notification in order to be considered excused (i.e., doctor's note). Documentation other than parent notes provided for purpose of excused absences from school are reviewed by the principal or designee. Pre-planned absences are considered part of the nine (9) days (see Planned Absence Policy 10-504.03) If the school does not receive appropriate notification, the absence will be considered unexcused.

2. When the student reaches nine (9) days of parental excused absences, he/she will be mailed an Absence Notification Letter.

3. All notification of absences from school must be provided to the school attendance office within two (2) school days of the student's return to school. If notification is not provided within this time period, the absence is considered unexcused.

4. When a student exceeds 20 days of absence (excused and/or unexcused), he/she may be considered for retention.

5. Absences will be recorded by the length of time students are not in school: a) Tardy — up to one hour in the a.m.; b) Half day; c) Full day; d) Early dismissal — missing the last one hour of the day.

6. When unexcused absences accrue, guidelines from the Habitual and Chronic Truancy Policy (10-0504.01 and 10-0504.01-R) must be followed.

For purposes of this policy, a student will be considered an habitual truant if he/she is absent without legitimate excuse for five (5) or more consecutive school days, seven (7) or more schools days in one school month, or 12 or more school days in a school year.

A student will be considered a chronic truant for purposes of this policy if he/she is absent without legitimate excuse for seven (7) or more consecutive school days, 10 or more school days in one school month, or 15 or more school days in a school year.

7. A student may not receive credit for unexcused absences.

Middle School

1. A student's absences from school are excused by parent notification for a maximum of nine (9) days. All other absences from school require additional verification or notification in order to be considered excused (i.e., doctor's note). Documentation other than parent notes provided for purpose of excused absences from school are reviewed by the principal or designee. Pre-planned absences are considered part of the nine (9) days (see Planned Absence Policy 10-0504.03). If the school does not receive appropriate notification, the absence will be considered unexcused.

2. When the student reaches nine (9) days of parental excused absences, he/she will be mailed an Absence Notification Letter.

3. All notification of absences from school must be provided to the school attendance office within two (2) school days of the student's return to school. If notification is not provided within this time period, the absence is considered unexcused.

4. When a student exceeds 20 days of absence (excused and/or unexcused), the following actions may take place: a) Summer school; b) Retention; c) Expulsion

5. Absences will be recorded by the length of time students are not in school: a) Tardy — up to one hour in the a.m.; b) Half day; c) Full day; d) Early dismissal — missing the last one hour of the day.

6. When unexcused absences accrue, guidelines from the Habitual and Chronic Truancy Policy (10-0504.01 and 10-0504.01-R) must be followed.

For purposes of this policy, a student will be considered an habitual truant if he/she is absent without legitimate excuse for five or more consecutive school days, seven (7) or more schools days in one school month, or 12 or more school days in a school year.

A student will be considered a chronic truant for purposes of this policy if he/she is absent without legitimate excuse for seven (7) or more consecutive school days, 10 or more school days in one school month, or 15 or more school days in a school year.

7. A student may not receive credit for unexcused absences.

High School

1. A student's absences from school or class are excused by parent notification for a maximum of nine (9) days or class periods. All other absences from school require additional verification or notification in order to be considered excused (i.e., doctor's note).

Documentation other than parent notes provided for purpose of excused absences from school are reviewed by the principal or designee. Pre-planned absences are considered part of the nine (9) days (see Planned Absence Policy 10-0504.03). If the school does not receive appropriate notification, the absence will be considered unexcused.

2. All notification of absences from school must be provided to the school attendance office within two (2) school days of the student's return to school. If notification is not provided within this time period, the absence is considered unexcused.

3. A student will not receive credit for work missed due to an unexcused absence.

4. When the student reaches nine (9) days of parental excused absences, he/she will be mailed an Absence Notification Letter.

5. When unexcused absences accrue, guidelines from the Habitual and Chronic Truancy Policy (10-0504.01 and 10-0504.01-R) must be followed.

For purposes of this policy, a student will be considered an habitual truant if he/she is absent without legitimate excuse for five (5) or more consecutive school days, seven (7) or more schools days in one school month, or 12 or more school days in a school year. A student will be considered a chronic truant for purposes of this policy if he/she is absent without legitimate excuse for seven (7) or more consecutive school days, 10 or more school days in one school month, or 15 or more school days in a school year.

6. Absences will be recorded by the length of time students are not in school: a) Tardy — up to one hour in the a.m.; b) Half day; c) Full day; d) Early dismissal — missing the last one hour of the day.

7. When a student exceeds 20 days of absence (excused or unexcused), the student may be considered for expulsion.

Tardies

The school staff, parents, and students shall make every effort to prevent tardy behavior. Students will be counted tardy when they are not present at the designated beginning time for school. Tardiness will result in a progressive disciplinary action developed by the school; the more tardies a student accrues, the more severe the consequences.

Elementary and intermediate school tardies and early dismissals will be recorded for each student who missed up to one hour at the beginning or end of school. Any time missed beyond one hour will be recorded as one-half day's absence.

Middle and high school tardies and early dismissals will be recorded for each student who missed up to one period at the beginning or end of school. Any time missed beyond one period will be recorded as one-half day's absence.

Truancy/Class Cut

Middle and High School

Truancy is defined as being out of school or class for a reason other than the reasons listed under the Ohio Revised Code (ORC). Truancy from school or from class will result in disciplinary action, which may include truancy charges being filed. A student who is truant from school or class will not be allowed to make up missed work in the class(es) for the truancy date(s).

Planned Absence

All Schools

It is recognized that circumstances may cause a parent to request that a student be out of school. A planned absence policy has been adopted by the Board of Education. Planned absences will be considered by the Superintendent or designee to determine whether the absences will be excused or unexcused (see Planned Absence Policy 10-0504.03). Planned absence days will be included in the maximum number of days a student is permitted to miss per school year.

Make Up of Class Work

The time limit for make-up work shall be one (1) day for each day of absence. The student may not be allowed more than two weeks to make up missed assignments unless an extension is granted by the building principal, who will notify the student's teacher in writing. When the absence is anticipated, such as for an operation, the student should arrange in advance for making up assignments and tests. Middle and high school students must take responsibility to contact their teachers for assignments and tests missed during their absences.

Absence Notification

Parents are to call the school to notify if a child is not going to be in attendance for that day.

Elementary School

- Phone calls will be received. Call the school attendance number and leave a message any time day or night. Attendance will be taken at the beginning of the school day.

Intermediate School

- Phone calls will be received. Call the school attendance number and leave a message any time day or night. Attendance will be taken in homeroom.

Middle School

- Phone calls will be received. Call the school attendance number and leave a message any time day or night. Attendance will be taken in homeroom.

High School

- Phone calls will be received. Call the school attendance number and leave a message any time day or night. Attendance will be taken in homeroom.

The school attendance office will then compare the parent notification calls with the absence list shortly after the opening of school, and will then call the parents of those students for whom they have not received a call and who are reported absent.

Parents are responsible for providing a phone number to the school where they may be reached during the day in order to be notified of their child's absence from school.

Parents are requested to call to notify the school of a child's absence. At that time, the absence is verified. If no call is received, the school will attempt to contact the parent. If the school talks to the parent, the absence is verified. If the school is unable to make contact with the parent, a postcard will be sent confirming the child's absence.

For those instances when a school is unable to make contact with the parent to verify an absence, the child must bring a note signed by the parent to the school upon his/her return. If a note is provided, the absence is verified. If no note is provided, the absence is recorded as unexcused, and the student is considered truant. All notification of absence must be provided to the school attendance office within two (2) school days of the student's return to school. If notification is not provided within this time period, the absence is considered unexcused.