

ABSENCES AND ATTENDANCE

KEY: The terms “excused and unexcused” absences are also referred to as “legitimate and non-legitimate” absences in this document.

The State of Ohio Department of Education has a stated policy regarding absences from school. It is the student’s responsibility to attend school and classes regularly. Attendance is directly related to grades.

Those reasons for “Excused Absence” acceptable by the State of Ohio and the River View High School are:

1. Personal illness.
2. Illness in the immediate family. (Requiring through doctor's orders or parent need, that the student remains at home.)
3. Death in the immediate family.
4. Quarantine.
5. Advanced excuse - (See absentee reporting below)

POLICY: Based on the State of Ohio House Bill 410, there are two categories for absenteeism. Each of these categories must be accurately tracked, accounted for and properly handled.

- A. Excessive Absences
- B. Truancy

Truancy

If a student is absent for 30 or more consecutive hours without a legitimate excuse

OR

If a student is absent 42 or more hours in one month without a legitimate excuse

OR

If a student is absent 72 or more hours in one year without a legitimate excuse

Excessive Absences

If a student is absent 38 or more hours in one school month with or without a legitimate

OR

If a student is absent 65 or more hours in one school year with or without a legitimate excuse

**** NOTE****

Days are no longer calculated. Attendance is based solely on hours. So, if a student arrives 2 hours late, the hours not in attendance count towards the calculation. The high school day represents 6 hours

Doctors excuses and legitimate excuses are very important to be turned in and communicated to the office. It is also very important to notice that all absences count towards “Excessive Absences”. So, be aware that vacations can create circumstances that could trigger interventions and actions on the school’s part.

Absences Affecting Credit

Students can only miss forty-six hours (46 hrs) to gain credit for a semester course. Students can only miss ninety-two hours (92 hrs) to gain credit for a year-long course. All hours missed will be accumulating towards these totals for the school year. There are no exceptions.

ABSENTEE REPORTING (See Missing And Absent Children)

All **hours** missed for any reason other than personal illness or death in family must be approved by the Associate Principal **in advance** or the day will be recorded as an **unexcused absence**.

Example: Days needing advance approval:

1. College Day

4. Court Ordered Business

- 2. **Needed at home**
- 3. **Illness in family**

- 5. **Family trips**
- 6. **Religious activity**
- 7. **County fair show and sale participation**

* Phone calls on the morning of the absence for absence #2 (needed at home) will be considered "in advance". All others must be made prior to the absent day.

* Fair Absences: general care, grooming, and supervision of animals are not considered excused absence.

NOTE: Hours absent from school accumulate regardless if it is a legitimate excuse or not.

EXTRA-CURRICULAR

Any student who has an unexcused absence on the day of an extracurricular contest may not participate in that day's activity. Students must be in attendance for three or more hours, with an excused absence, to participate in an extracurricular event.

1. If students are excused in advance or reported absent by parent phone calls they need not bring a written note the next day.
2. Students returning without advanced approval (by parent call or Associate Principal permission) should report to the attendance office with their written excuse.
3. A Parent or Guardian must contact the school on the day of absence. If no contact has been made the student must bring a note the following day with a phone number for verification or the day will be recorded as unexcused.
4. To report student absence, call the attendance office at 824-3524.
5. Absences of 2 or more days - assignments may be requested by calling 824-3524.

Absence Excuses come from parents or guardians, not from students (regardless of age).

Special Note Regarding Suspension - Days missed as a result of suspension will be recorded as excused absent days.

Exception: If a long term illness beyond a two week period occurs and "home instruction" is provided, then the attendance period will be adjusted. Long term illness must be identified with a Doctor's excuse.

Tardiness to School - Any student arriving late to school must report to the attendance office and be marked off the absence list by the attendance secretary. The attendance secretary will issue a tardy slip permitting the student to be admitted to the first period class.

Unexcused tardiness to school will result in a demerit.

Excessive tardies to school will result in disciplinary actions of After School Detention, Extended Detention, Friday School Detention, and loss of driving privileges (tardies accumulate over the entire year). The Associate Principal can take appropriate action for excessive tardies, beginning with the 5th Tardy which will result in a detention. Subsequent tardies will result in appropriate discipline as determined by the Associate Principal.

Tardies to Class - In the case of tardies to class, the individual teacher will document the infraction and take appropriate action, as identified in the teacher's classroom discipline plan. Discipline will be issued. Frequent class tardies or late unexcused entries will be referred to the Associate Principal by the teacher for further or necessary disciplinary action.

Excessive Absences and Tardiness

We believe that regular attendance is necessary for progress of the student in school and perhaps even more important in the development of proper habits of punctuality and regularity which is needed and demanded in adult life.

An individual record on all your absences or tardiness will be kept on file in the local office. Excessive absences or tardiness will greatly hinder your progress in school and mar your school record. Remember this record is kept on file in the local office for years in the future and may greatly affect job recommendations later in life.

Attendance is the first thing checked by a potential employer.

Early Dismissals -

Early dismissal from school will also count towards hours absent from school. Excuses are necessary to verify the whereabouts of the students. However, the hours absent will continue to accumulate.

Excuse From Class (Must be approved by Principal) - Students are excused from class only when they are a part of a planned, scheduled, and teacher supervised meeting or field trip.

Excuse from Study Hall/Activity Period/Enrichment Period - The Study Hall teacher will not issue an excuse unless requested from another teacher in writing. These requests must be secured before the period starts and presented to the teacher in charge. Students wishing to visit the guidance office will obtain a permission slip from the study hall teacher and return it with the Counselor's signature at the close of the conference.

Access To Students: It is the responsibility of the custodial parent(s)/guardian(s) to inform the school in writing if limitations are to be enforced regarding access to student/child during school. This pertains to school visitations and/or the right for pick-up or removal from school or school grounds.

Leaving the School Grounds During the School Day - Permission to leave the school grounds must be obtained from the office. You must present a written request from home or from a teacher in order to get this permission. Students who leave without permission will be marked as an unexcused absence for the portion of the day they miss. In addition, leaving without permission is grounds for suspension. Students should report to the attendance office in the morning so the time of their departure may be recorded on the daily absence list.

Missing And Absent Children

Parent(s)/guardian(s) must notify the schools on the day that a student is absent unless previous notification has been given in accordance with school procedure for excused absences. The principal or his designee is also required to notify a student's parents, custodial parent, guardian, legal custodian or other person responsible for him/her when the student is absent from school. Written notice shall be mailed on the same day the student is absent. Parents or other responsible persons shall provide the school with home addresses, as well as emergency telephone numbers.