

IV. ATTENDANCE – Revised 08/2013

- A.** Regular attendance is necessary to optimize learning and to develop life-long work habits. An accumulated absence of twenty-five days for any reason during a school year will result in that pupil being reviewed for retention or in the case of high school, for loss of credit for any class missed twenty-five times. Ohio law requires that any student missing thirty days or class periods for any reason will automatically be retained or lose credit unless an exception is made by the school board. Extenuating circumstances could include illness or accident.

- B.** Parents of all grades must report absences before 9:00 a.m.

- C.** 7-12 Attendance and Tardy
 1. There are no excused or unexcused absences. Any class missed counts as an absence which is accumulated over the semester. This includes medical appointments, illness, retreats, and previously approved parent requested absences.
 2. If a student is absent from any class nine times per semester, the student's nine week grade will be lowered 2% for each class missed after the ninth day.
 3. A parent will be notified if a student has missed more than nine days in a semester. They may appeal the grade penalty to the principal within a week of the prolonged absence. A doctor's excuse is required if the problem is medical.
 4. School-initiated activities and up to four college visits per year when verification is brought from the college will not be part of the cumulative absence record.
 5. If the student is more than fifteen minutes late for any class, it is considered a class period absence. It will appear as a tardy on the grade card, but count toward an absence in the classroom.

- D.** No child will be allowed to leave the school early unless the school office has received written or phone approval from the parents. Parents should contact the office prior to or on that morning stating the time when the student is to be dismissed, the reason, and the person who will pick up the student. Parents may call the school and arrange to have their child waiting, or they may come to the school office. All students must sign in and out at the school office. Please do not go directly to the classroom.

- E.** Two to four periods missed will be recorded as one half-day absence. Five or more periods missed will be considered a full day absence.

- F.** All students arriving after 8:30 a.m. must report to the office for a tardy slip. Everyone reporting after that time is considered tardy regardless of the reason.