## Attendance Guidelines

The Ohio Revised Code provides for public school boards of education to establish guidelines to encourage regular attendance of students. The Northeastern Board of Education recognizes that regular attendance plays a very important part in the success or failure of our students.

The educational program of the Northeastern Local School District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. In order for students to get the most out of their educational experience, they must be present on a daily basis. Even though actual work can be made up, it is often done without the degree of understanding necessary to be successful. Classroom participation is vital part of a student's education.

## Definitions and Requirements of Ohio Law

## REPORTING AND TRACKING ABSENCES

1. Schools must track time missed due to tardiness or early dismissals. Time will accumulate to the nearest hour.
2. Attendance must be tracked and reported to the nearest hour.

## EXCESSIVE ABSENCE

When a student is absent from school with or without legitimate excuse for thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in one (1) school year, the principal shall notify the child's parent or guardian of the child's absences. At the same time written notice is given, appropriate intervention strategies may be implemented (see strategies below). Absences excused with a doctor's note will be exempt from this rule. Absences excused with a doctor's note will be exempt from this rule.

## HABITUAL TRUANCY

A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

A district or school absence intervention team, a team of educators, district representatives and other supportive adults, will develop a specialized absence intervention plan for students who are habitually truant. Absence intervention plans incorporate academic and non-academic supports to help the student and remove barriers to regular attendance.

## INTERVENTION STRATEGIES

Strategies may include:

- Consult with school nurse
- Attendance contract
- Provide counseling to student
- Request or require the student's parent to attend a parental involvement program
- Request or require a parent to attend a truancy prevention mediation program
- Notify the Registrar of Motor Vehicles of the student's absences
- Take appropriate Legal Action
- Assign to detention (Lunch, After School, Saturday School)
- Other strategies as deemed appropriate


## RECORDING ATTENDANCE

Attendance shall be taken at the commencement of the school day. Attendance will be recorded as excused or unexcused. Junior High and High School students will require an admit slip from the office when s/he returns from an absence with consequences for failure to provide one.

## Excusable Reasons for Absence

Parents must call the school office before 9:00AM on the day of the student's absence. This number is active 24 hours a day/7 days a week. An answering machine is available for reporting absences if school is not in session. If an absence is due to an illness, parents must give the symptoms as required by state law. Each absence must also be explained in writing and signed by the student's parent/guardian. The excuse shall be submitted to the school secretary on the day student returns to school and filed as part of the student's school record.

1. Personal Illness

- A Doctor's note will be required if absences are exceeding the 38 excused hours in a month, 65 excused hours in a year or at principal's discretion.
- Doctor's note must be turned in on the first school day the student returns.
- Doctor's note must contain the following information: Student's name, time in and out of the office, an indication as to whether the student can return to school following the appointment or how many days the student will be out of school, and must be signed by the doctor. The note must be written on the doctor's office stationery.

2. Illness in the Family. Documentation necessitating the presence of the student may be required at the discretion of the principal.
3. Death in the Family. 3 days unless a reasonable cause at the discretion of the principal.
4. Observation or Celebration of a Bona Fide Religious Holiday with appropriate documentation
5. Absence During the School Day for Professional Appointments (Medical, Dental, Legal)

- Report back to school immediately after his/her appointment if school is still in session
- Signed statement from doctor, dentist, lawyer, counselor

6. Emergency or Other Set of Circumstances at the discretion of the Principal
7. Medically Necessary Leave
8. Court Appearance
9. Service as Precinct Officer at a Primary, Special, or General Election
10. Vacation:

- The school realizes that there are times when it is necessary for parents to take children out of school for family vacations. Board policy allows a maximum of five days (hours vary by building) for such vacation with the approval of the building principal prior to the vacation period. Any vacations not having prior approval will be considered unexcused. Students must be going on vacation with parents. Anytime over 5 days will be considered unexcused.

11. Hunting. 1 prearranged day

## Absences that do not accumulate against this guideline include:

1. Field trips (This includes CCP field trips)
2. College visits, not to exceed 2 days
3. Missing due to CCP classes on 2 hour delay days.

## Student Removal by a Government Agency

- No staff member shall permit or cause any student to leave the school prior to the regular hour of dismissal except with the knowledge and approval of the Principal or Superintendent, if principal is not available.
- Reasonable attempt will be made to notify parents when principal or superintendent is aware that student will be removed by the government agency.


## Make-Up Work

- Students will be given the opportunity to make-up work missed due to absences.

The length of time for completion of make-up work is equal to the number of days the student is absent.

- Work given ahead of a known absence will be due upon return to school.
- Student will be responsible for making-up assignments and turning such assignments into the correct teacher in the time frame above.
- Tests and in-class assignments may be completed during non-instructional time.
- Teachers may assign an alternate test or assignment if deemed appropriate.

