

## Attendance Procedures

Regular attendance is necessary for success in school as well as required by law. State of Ohio report card standards require school districts to average an attendance rate of 93% or better. It is the responsibility of the parent/ guardian to have students in regular attendance. In accordance with the Missing Child Law (ORC3313.205) and House Bill 410, the following procedures will be effective.

Attendance will be classified under 3 categories:

- **Excused Absence:** an absence where parent and/or guardian properly provides a phone call or note within 48 hours of the absence. It is preferred that notification comes by 9:00 am the day of the absence. If the student has more than 65 hours of absences within a semester, every absence thereafter will be considered **truant** unless classified as a certified absence.

A student who has been absent from a class more than 65 hours in a semester will not be permitted to make-up assignments or assessments unless the hours are excused by a certified absence.

School authorized field trips and/or suspensions will not count as part of a student's bank of 65 hours of absences per semester.

- **Certified Absence:** an absence recognized by the Ohio Revised Code. The following reasons will be classified as certified:
  - personal illness with proper documentation from a doctor
  - illness in the immediate family with proper documentation from a doctor
  - quarantine determined by proper health officials
  - death in the immediate family
  - medical or dental appointment with proper documentation
  - certified religious holiday
  - up to 3 college visits with proper documentation

Proper documentation will be received within 6 school days to validate the absence.

Special circumstances such as a family vacation or an extracurricular event request must be made via a completed "Pre-Planned Absence Form" at least two weeks prior to the absence is to occur. Pre-Planned Absence forms are submitted to the appropriate Assistant Principal and if approved, those absences will be considered certified. Building administration may deny a pre-arranged absence request if he/she believes an absence is unjustified or that a student has exceeded a reasonable limit of absences.

- **Truant/Unexcused:** an absence where a parent/guardian does not make contact with the school to verify absence and/or the student has more than 65 hours of noncertified absences in a semester.

Marion L. Steele High School has a closed campus policy. Students are not permitted to leave the school building during the school day without parent/guardian permission. Parental permission must be in the form of an email or telephone call to the attendance secretary. If by telephone, a return call to a number listed in PowerSchool from school personnel verifying the release is required prior to dismissing the student. Students who violate this policy will be subject to discipline. Any student who leaves school without signing out, and/or parent approval is considered truant and cannot be excused by a note or parent call after the fact.

## House Bill 410: Definition of Truancy and Excessive Absences

Marion L. Steele High School will follow the policies and procedures as mandated by House Bill 410.

- **Habitually Truant:** absent without legitimate excuse (please previous Attendance Procedure for explanation of excused absences) for:
  - 30 or more consecutive hours** (4.56 consecutive school days)
  - 42 or more hours in a school month** (6.38 school days per school month)
  - 72 or more hours in a school year** (10.94 school days per school year)
- **Excessively Absent:** absent with or without legitimate excuse (please previous Attendance Procedure for explanation of excused absences) for:
  - 38 or more hours in one school month** (5.85 school days per school month)
  - 65 or more hours in one school year** (10 school days per school year)

## Reporting Procedures for Absence

The parent/guardian must notify the school by 9:00 am if the child is absent (not in school at 7:45 am) with the reason for the absence. The attendance phone number is 440-988-5230. It is a Voice Mail number, which is active 24 hours a day. Absence calls will not be taken on any other line. If no parent/guardian notification is received, it is our policy to call the home of the absentee. It is also our policy to spot check student absences, even if a phone call has been received. If no parent/guardian contact is made, the student will be considered truant. ORC3313.1205 requires a parent/guardian to provide the school with the current address (not P.O. Box), telephone number, parent employment number, and an emergency number.

## Early Release Request

Students should present a written request by 7:45 am to the attendance secretary the day of the appointment. All requests must include a reason and a telephone number to verify the appointment. Parental permission must be in the form of an email or telephone call to the attendance secretary. If by telephone, a return call to a number listed in PowerSchool from school personnel verifying the release is required prior to dismissing the student. The voicemail number for attendance is not to request an early release. A release time request that has been falsified will be considered truant. Any student leaving for an appointment must sign out before leaving and then sign in upon their return. These sheets are located on the front counter in the main lobby. Failure to sign in or sign out will result in disciplinary action. Types of release times could include: Religious observations, court appearances, dental/medical appointments, drivers test. Students will not be excused from the entire school day unless it can be shown that the appointment necessitates the student to be gone for the remainder of the day.

## Family Vacation

Students who are going on a family vacation should complete and submit the "Pre-Planned Absence Form" to the appropriate Assistant Principal two weeks prior to vacation. The form must be signed by the parent/ guardian and each teacher before leaving on vacation. Students will assume responsibility of meeting with each teacher to make up all missed class work. If a Pre-Planned Absence form is submitted and approved, those absences will be considered excused.

## Attendance Requirements for Participation of Extra-Curricular Activities

Students absent from school all day will not be permitted to participate in extracurricular activities for that day. Students must be present for fifty percent (50%) of their daily instructional hours to participate in extracurricular activities unless permission is granted by the administrative team. Students who leave school or are absent all day may not attend activities as a spectator. Students absent from school the day prior to a weekend will need their excuse validated by the high school administration prior to weekend participation.

## Make-up Work

While it is the responsibility of the student and the teacher to see that make-up work is completed, make-up work is primarily the responsibility of the student. The student is responsible for contacting teachers and obtaining make-up assignments and to complete work assigned within the designated time. Typically, a child will be granted one (1) extended day per each day absent. This rule also applies to students who are suspended as they will be allowed to make up the work missed without loss of credit. If requested, for extended absences, assignments may be picked up after school from the red tray located in the counseling office. Students should make every effort to pick up assignments or arrange for a sibling to do so.

## Late Arrival/Early Release

Application for late arrival and/or early release is open to juniors and seniors only who have 1st period study hall or 1st and 2nd period study hall only, 6th and 7th period study hall, or 7th period study hall only. Student schedules will NOT be changed simply to provide release. Release is by parental and school permission. Permission is arranged each semester. **Late Arrival/Early Release privileges may be revoked for discipline, academic, and/ or attendance problems.** Students must arrange their own transportation and may not loiter on school grounds if they are on release. On certain days due to different schedules, a student may be expected to report to class at a different time. This will be communicated to the students in advance. A student who has late arrival will be allotted the same number of tardies per grading period and be given a warning before discipline is issued. Students with late arrival must also understand that parking may be difficult to find since the majority of students are already in school. However, this does not give any late arrival student permission to park outside designated student parking areas.

## Home Instruction

Home Instruction may be provided for students who are unable, because of physical disabilities, to attend our regular classes for an extended period of time. The application for home instruction should be coordinated through the Counseling Department and must be approved by the administration.

## Tardy Procedures

### **First Period Tardy**

Students will be allocated two (2) noncertified tardies per quarter. On the third noncertified tardy students will be subject to discipline as follows:

- 1st Tardy: Warning
- 2nd Tardy: Warning
- 3rd Tardy: 1- Hour Friday Detention
- 4th Tardy: 2- Hour Friday Detention
- 5th Tardy: Saturday School

### **Classroom Tardy Policy (2nd through 7th period)**

Classroom teachers will consistently adhere to the following procedure in regard the tardiness to classrooms second through seventh period.

- 1st Tardy: Warning
- 2nd Tardy: Warning
- 3rd Tardy: Teacher Consequence/Detention
- 4th Tardy and Subsequent: Office Referral