

ATTENDANCE

It is necessary that students are in regular attendance at school. The following factors constitute excused absence from school:

1. Illness
2. Illness in the immediate family
3. Death in the family
4. Emergency at home
5. Medical appointment - for the time necessary
6. Vacation with parents - if vacation policy is followed
7. Court appearance
8. Marriage in the family
9. Any other reason for not attending school must be approved in advance by the school administration.

The following is the procedure to be followed when a student is absent from school:

STUDENT ILLNESS/ CALL OFF

1. Parents are to report their child's absence from school by phone by 8:00 a.m. to (330) 877-4290. They may call and simply report this to the answering machine or the school secretary. (guardian name, student name, day of absence, reason for absence and his/her grade)
2. Upon the student's return to school, the student should have the parent or guardian write an excuse giving your name, date, days of absence, reason for absence and his/her signature which is to be submitted to the main office.

NOTE: If a personal illness requires medical attention, please forward a copy of the certificate of the doctor. The student will report to the main office with his/her "Medical Excuse" after which a special medical admission slip will be issued. This serves to notify teachers and attendance officers that the absence was medically excused.

3. The student should ask all teachers for make-up work. Assignments that are not made up will be reflected in your grade. Each student is responsible for seeing that all make-up work is completed.

EXCESSIVE ABSENCES

If a student has an excessive amount of absences or shows a pattern that excessive absences could occur through the year, the main office shall implement the following procedures for questionable absence:

1. A conference will be held with the student and the parents will be notified of the conference by phone or letter.
2. If excessive absences should still persist, the attendance office shall request a conference with the parent and student. If the parent fails to appear for a scheduled conference, a LEGAL NOTICE will be sent certified mail to the parent.
3. If steps one and two do not correct the attendance problem, a LEGAL NOTICE will be sent by certified mail and a formal complaint will be filed in the Stark County Juvenile Court.

UNEXCUSED ABSENCE/TRUANCY

Student absence for a reason other than those listed in the Board of Education Student Attendance Policy will be considered an unexcused absence. A student who is absent from school must, upon return, present a statement of the reason for absences, the date(s) of absence and the signature of the parent or guardian. A student who does not present a statement will be charged with an unexcused absence.

Truancy is defined as an unexcused absence from a class or from school. Students will not receive academic credit for school work missed including daily assignments, homework, quizzes, tests, projects, etc. Parents will be informed of truanancies and disciplinary action will be taken with the student. Chronic attendance problems will be directed to the Stark County Juvenile Court as directed in the Ohio Revised Code. Habitual Truancy includes 12 or more unexcused days per year, 7 unexcused days in a month, or 5 consecutive unexcused days. Chronic Truancy includes 15 or more unexcused days per year, 10 days per month, or 7 consecutive days. Parents may also be prosecuted under Ohio Revised Code for "Failure to send a Child to School." Excused absences, tardies and missed periods do not count toward truancy.

LATE ARRIVAL OR EARLY DISMISSAL FROM SCHOOL

If a student arrives late to school, for any reason, he/she is to report to the main office for an admission slip. This slip is to be signed by his/her teachers. From the time students arrive in the morning until they depart for home, they are not to leave the school grounds without permission from the office. Permission for an early dismissal from school must be obtained from the office.

- If a student arrives to school after 9:45am it is considered ½ day absent and if the student leaves prior to 12:05 it is also considered a ½ day absence.

Procedures for Early Dismissal

- a. Students should bring a note to the main office upon arriving at school in the morning. The note should state the reason for requesting the early dismissal and time the student will need to be released.
- b. The office will issue an early dismissal form to the teacher when it is necessary for the student to be excused.
- c. Students should show the early dismissal form to the teacher when it is necessary for the student to be excused.
- d. After being excused by the teacher, the student should report to the main office and sign out.
- e. Parents picking up their child must report to the main office and sign the student out.

(For your child's safety, please comply with these procedures).

It should be pointed out that even though early dismissals can be granted, appointments should be made after school whenever possible. Being absent from class can be detrimental to a child's progress.

TARDINESS TO CLASS AND SCHOOL

A student's failure to produce a pass signed by a school authority means the student has no authorized reason for the tardiness and the tardiness is unexcused. A student will be marked tardy if they arrive to school before 9:45am without a medical excuse. Each three tardies (3rd, 6th, etc.) count as one (1) class absence. On the 4th and 5th tardy the student will receive a detention. Two detentions or an extended detention will be assigned on the 7th and 8th time tardy. Students with ten (10) or more tardies will be assigned an Alternative School. (13) or more tardies will be assigned in school suspension. Medical excuses with a note from a Physician shall not be counted toward the student receiving detentions.