

## ATTENDANCE

Regular attendance by all students of the school district is very important. In many cases, irregular attendance is the major reason for poor school work. All students will be urged to make doctor's appointments, do personal errands, etc., outside the school day. The State of Ohio permits schools to issue excused absences for:

1. Personal illness: The school may require the certificate of a doctor upon your return to school.
2. Illness in the family: An excused absence may be granted when the student's presence at home is necessary for family stability. This provision does not extend to long term or chronic illnesses.
3. Quarantine in the family: The absence arising from this condition is limited to the length of quarantine as fixed by the proper health officials.
4. Death of a relative: An absence for this reason is generally limited to three days. Special consideration will be given in extenuating circumstances.
5. Observance of a religious holiday: Any student of any religion shall be excused from classes if the absences are for the purpose of observing a religious holiday.
6. Acts of God: Floods, tornadoes, etc.
7. The school principal PRIOR to the absence must approve any other reason.

Expectations for attendance may be a pre-established criteria for privileges like field trips, prom, assemblies, special activities, etc.

### MAKEUP WORK

Students who miss school have the same number of days absent to make up the work; however, students that have a pre-excused absence are expected to have the work completed on the date prearranged by the student and the teacher. This includes absences for reason of vacation.

### ABSENCE CALL-IN PROCEDURE

When a student is absent from school, the parent/guardian is expected to call the school at **927-7160** prior to 8:00 AM to report the reason for the absence. The school has voicemail during hours in which the school is not in session. If a call-off is not possible, a written note explaining the reason must accompany the student upon his/her return. If this requirement is not met, the absence will be considered unexcused.

Students and Parents must arrange all attendance-related matters through the office (appointments, early dismissals, etc.) Do not arrange to go home (i.e. due to illness) via cell phone/text without the office knowing.

The attendance officer reserves the right to require a follow-up written note for an absence at any time. **Absences beyond 9 in a semester or 18 for the year will require a doctor's note to be considered excused.**

If a parent/guardian does not call a student off by 8:00 AM, attendance personnel will call by phone to verify the student's absence. Unexcused absences include, but are not limited to (Ohio Attendance Laws):

- |                          |                                     |                    |
|--------------------------|-------------------------------------|--------------------|
| 1) Oversleeping          | 4) Haircut/Beauty shop appt.        | 7) Senior pictures |
| 2) Hunting/Fishing       | 5) Attaining driving permit/license | 8) Birthday        |
| 3) Shopping, babysitting | 6) Miss bus/car trouble             | 9) Employment      |

With the "Missing Children's" law, all parents are required to notify the school the same day their child is absent. If we do not receive notification, we attempt to contact the parent. Attendance is the legal responsibility of the parents. O.R.C. 3321.04.

### TARDINESS TO SCHOOL

Students are responsible for being on time to school. Students who are late to school must come to the attendance office upon arrival to school to receive an admit slip. It must be submitted to your teacher upon entrance into the class. The following is the guideline for tardiness to school:

1. Two (2) unexcused tardies are permitted without penalty per quarter.
2. For each of the 3<sup>rd</sup>-5<sup>th</sup> tardies, a 30-minute detention will be issued to be served by the end of the same week.
3. For each tardy beyond the 5<sup>th</sup>, a referral will be given to the principal/designee for further discipline. Communication to parents.

Failure or refusal to serve detentions will be referred to the principal/designee.

### TARDINESS TO CLASSES

Students are responsible for being on time to each class. The following is the guideline for tardy to class:

1. Two (2) tardies are permitted without penalty per quarter.
2. For each of the 3<sup>rd</sup>-5<sup>th</sup> tardies, a 30-minute detention will be issued to be served by the end of the same week.
3. For each tardy beyond the 5<sup>th</sup>, a referral will be given to the principal/designee for further discipline. Communication to parents.

Failure or refusal to serve detentions will be referred to the principal/designee.

### HALF-DAY/FULL DAY ABSENCE GUIDELINES

- A) Students arriving between 7:30 a.m. – 8:30 a.m., will be counted as tardy for grade card and award purposes.
- B) Half-Day Absence: Students arriving after 8:30 a.m. are considered absent for one-half day.  
Students leaving before 1:30 p.m. are considered absent for one-half day.
- C) Full-Day Absence: Students arriving after 12:00 p.m. are considered absent for one full day.

### DOCTOR/DENTAL

Students should make arrangements for doctor/dental appointments during a time of the school day when you do not have a class. If this is not possible, try to make arrangements at the beginning or near the conclusion of the school day so as to cause as little loss of class time as possible. If, however, this cannot be arranged, students will be excused for such purposes. Bring a note into the office before 7:30 a.m. Your name will be placed on the attendance bulletin. Sign out in the office before you leave. Upon return from your appointment, you will need to furnish written verification from the doctor/appointment. If you do not have this verification, the absence will be considered unexcused until proper verification is given to the attendance office within forty-eight (48) hours.

### TRUANCY

Under Ohio law, a student is considered a *Habitual Truant* if he/she has any of the following:

- 5 or more consecutive unexcused absences
- 7 or more unexcused absences in a school month
- 12 or more unexcused absences in a school year

And a *Chronic Truant* if he/she has any of the following:

- 7 or more consecutive unexcused absences
- 10 or more unexcused absences in a school month
- 15 or more unexcused absences in a school year

A *Habitual Truant* student may be adjudicated an unruly child and a *Chronically Truant* child may be adjudicated a delinquent child by the Juvenile Court. In addition, the parent/guardian of a *Habitual Truant* or *Chronic Truant* may be prosecuted. If the Juvenile Court adjudicates the child as an unruly or delinquent, a subsequent adjudication of that nature **may result in criminal prosecution for non-support of dependents or contributing to the unruliness/delinquency of a child.**

### LOSS OF DRIVER'S LICENSE

The school is required to notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court when a student under 18 years of age:

1. Withdraws from school without being in compliance with State Law.
2. Ten consecutive days or a total of fifteen days unexcused absences during any semester.
3. Is suspended or expelled for possession or use of drugs or alcohol.

As a result of this notification, the student's temporary instruction permit or operating license will be denied. Prior to official notification of the Registrar of Motor Vehicles and/or Juvenile Court, the school will notify in writing the student and his/her parents of this action.

### FAMILY VACATIONS

For a family vacation request, obtain proper forms from the office. It must be requested five (5) school days in advance of the vacation. The length of the vacation may not exceed five (5) school days. Each teacher will sign it and prepare advance homework assignments. Such vacations will only be granted for family vacations (**hunting trips fall under the same classification**). For hunting trips, the student must also have a valid hunting license to show to the principal. Students must be accompanied by a parent, step-parent, guardian, or approved relative. If this condition is not met, the absence will be considered unexcused. Students are responsible for makeup work. Students are expected to have work completed on the date prearranged by the student and the teacher. If vacation forms are not completed in advance, those days will be considered unexcused absences.

### COLLEGE VISITS (JUNIORS & SENIORS ONLY)

Students may request being excused from school for the purpose of visiting or evaluating a college. It will be granted if the college cannot be visited at a time when Rittman High School is not in session, and if the student's academic standing and general school attendance so warrant. Arrangements must be made with the guidance counselor 48 hours in advance. A college visitation is considered an excused absence and not subject to the extra-curricular "Absence/Attendance" guideline or senior privilege.