

### ATTENDANCE PROCEDURE

When a student is absence from school the parent/guardian should call the child's school to report the absence the day of the absence. When a student returns to school after an absence, he/she must present a written statement certifying the reason for the absence from a parent/guardian or professional person within two (2) days. Written documentation is a request to excuse the absence. In cases of extended absence (an extended absence is considered more than three (3) consecutive days absent), a parent/guardian is required to notify the school of the doctor's orders requiring the student to be absent. The doctor's documentation explaining the requirement for the absence must be provided to the school, in writing, within three (3) days of the first day of the doctor's order for the absence.

Findlay City Schools reserves the right to verify medical documentation regarding absences is true and accurate with the medical provider.

Examples of excused absences include:

- o Illness
- o Funeral
- o Pre-approved vacation
- o Court appointments
- o Religious observances

Examples of unexcused absences include:

- o Transportation
- o Refusal to attend school
- o Babysitting
- o Waking up late
- o Absences not verified in writing

### Medial Absences

As dictated by Ohio law Findlay City Schools will document medically excused absences in a student's attendance record, but medically excused absences will not count toward a student's absence hours from school.

Medical excuses are written documentation from a medical provider that must be provided to the school within two (2) days of the child's return to school. Medical providers will include mental health agencies, a family physician, specialists and emergency health care providers, eye doctors, and dental/orthodontic doctors.

Examples of medically excused absences include:

- counseling appointments for the student
- hospitalization of the student
- dental/eye exam appointments for the student
- doctor visits due to illness of the student
- a building nurse approves a student to leave school due to illness or injury

### Excessive Absences

A- If a student accumulates thirty-eight (38) hours or more in one school month or sixty-five (65) hours or more in a school year of excused or unexcused absences the attendance officer shall notify the guardian in writing within seven (7) business days after the date after the absence that triggered the notice requirement (ORC Sec.

3321.191). Once this criteria is met a student may be placed on Attendance Watch (excluding college visits, OSS, etc.).

The Attendance Watch program will closely monitor the student's attendance in an effort to minimize absences and provide assistance to the student and/or family. The student will be required to turn in a documented written excuse from medical, counseling, or other official personnel (other than parent written notes) that specifies the student's name, reason for the absence, and the date and times to be excused to the school within two (2) days of the absence. Students who are ill may also be excused from school by the school nurse.

Student's may be placed on Attendance Watch at the beginning of a school year based upon last year's attendance records or during the current school year when the student has thirty-eight (38) hours or more in one school month or sixty-five (65) hours or more in a school year of excused or unexcused absences. The Principal/Assistant Principal, Attendance Case Manager, counselor may meet with the student and develop a plan to improve school attendance. The attendance of students moving into the district will be reviewed using the same criteria for Attendance Watch.

B- Any student who has more than ten (10) days of absence from a semester length course or twenty (20) days total absence from a year length course or school program may lose credits or promotion from the course (if in middle school or high school) or may be retained.

a. The principal will notify parents in writing when absences reach the level whereby the student may be retained, loses credits, or promotion. Such notification will include an invitation to the parent to apply for an administrative review.

b. Parents or students wishing an administrative review due to excessive absence must make an appointment within two (2) weeks of the mailing date on the school letter referenced in item C above.

c. The process of administrative review is that the parent contact the principal for a conference regarding the loss of credit promotion. Such conference may include the attendance case manager, parent, student, teacher, counselor, and principal. At this conference, reasons for absences, work habits and student attitude in class will be reviewed and a decision made on grading or withholding of credit or promotion.

C- Whenever a student's absences become concern, the principal may require a written statement from a physician or the student may be examined by the school nurse.

a. In cases of extended absence (an extended absence is considered more than three (3) consecutive days absent), a parent/guardian is required to notify the school of the doctor's orders requiring the student to be absent. The doctor's documentation explaining the requirement for the absence must be provided to the school, in writing, within three (3) days of the first day of the doctor's order for the absence.

### **Tardiness**

If a student arrives late to school or leaves school early the student and/or their parent/guardian must sign in/out with the attendance office. Excessive tardiness may result in administrative discipline.

A- In grades K – 8 if a student arrives to school within thirty (30) minutes of the last bell ringing the student will be marked as "tardy". If the student arrives thirty (30) minutes or later after the last bell rings the absence will reflect either excused or unexcused hours, depending whether the attendance procedure stated above was followed (parent/guardian providing documentation explaining absence).

- B- In grades K – 8 if a student leaves school 30 minutes or later at the end of the school day, determined by the dismissal time of the school, the student will be marked as “early release”. If the student leaves sooner than thirty (30) minutes of the dismissal time of the school the absence will reflect either excused or unexcused hours, depending whether the attendance procedure stated above was followed (parent/guardian providing documentation explaining absence).
- C- In grades 9 – 12 students a student is considered tardy to school if the student is not in their seat when the bell sounds and prior to fifteen (15) minutes into the first period. Students in grades 9 – 12 will also be marked tardy each class period they arrive late to within fifteen (15) minutes of the bell sounding. Board of Education Procedure 9.16a1 Findlay City School District

### **Additional Attendance Provisions**

#### **Sickness or Injury While at School**

When a student becomes ill or sustains an injury while at school, the student should report to the school nurse or other personnel immediately. The nurse/personnel will ascertain the degree of the illness or extent of the injury and recommend the proper action to be taken. Parents may be notified if illness or injury deems necessary.

#### **Medical/Dental/Counseling/Court Appointments**

In-so-far as possible parent/guardians should make all appointments before school, after school, or during a student’s study hall. Findlay City Schools realize that this cannot always be done. When an appointment during the day cannot be avoided the student will be excused from school forty-five (45) minutes prior to the appointment and are required to be back in school forty-five minutes (45) after the appointment. Documentation of the professional appointment is requested upon the student’s return to school.

#### **Family Vacation Regulations**

Findlay City Schools strongly urges parent/guardians to arrange family vacations during times when school is not in session. When there is not an alternative, please follow the following regulations to insure uniform handling of these vacation situations:

-A student and/or parent/guardian is expected to bring a written request completed by the parent/guardian of the student and present it to the principal for approval. This request should then be presented to the student’s teachers. A sincere attempt must be made by the student to obtain all of the assignments in advance and complete them before returning to regular classes.

#### **College Campus Visitations (Applies to grades 9 – 12)**

Students should write or telephone the admissions office and make an appointment with the college they wish to visit. This must be done at least one (1) week in advance because some colleges have special programs and tours for students.

The student should obtain a college should obtain a college visitation card from their counselor. This card must be shown to the attendance secretary prior to the absence and should be shown to all classroom teachers. The card must be signed by a parent/guardian, college admission counselor, and high school counselor to ensure an excused absence. After the college visit the card should be shown to classroom teachers and then returned to a counselor.

Students are allowed four (4) days for visitation during their junior and senior years; however, students can only use two (2) days in either year. No visits will be the last four (4) weeks of the school year. Exceptions will be made when absolutely necessary and would require a principal’s approval.

### **School-Related Absences**

Teachers/advisors will send out notices of students involved in school related activities one (1) week in advance of the activity. The student must have written parental permission if the student will be leaving the building for the activity. The student should contact the teacher of classes the student will be missing prior to the absence to obtain assignments. Exceptions will be made when absolutely necessary and would require a principal's approval.

### **Trips by Student Groups**

In general, busses will be engaged to transport students to and from school sponsored activities in which students are participating. These buses will be under faculty/staff supervision, direction, and control. Students belonging to a group being transported will ride in the assigned bus to and from the destination of the group. Exceptions will be made in this requirement with the specific approval of an Assistant Principal or Building Principal and then only upon a request made by the parent of a student. For groups, other than athletic or musical, who sponsor an occasional trip, students are individually to turn into the sponsor of the group a permission slip filled out by the parent/guardian of the student before the student may make the trip. If the student will be missing any part of a school day they must follow the guidelines for school related absence.

Adopted 7/17/2017

Revised 12/6/2019

Revised 7/20/2020