



Marcy Wellman <marcy.wellman@celinaschools.org>

Changes to Student Handbook for Board Approval

1 message

Derek Wenning <derek.wenning@celinaschools.org>
To: Marcy Wellman <Marcy.Wellman@celinaschools.org>

Mon, Jun 5, 2017 at 1:18 PM

Attendance Policy

PURPOSE

It's the duty of CIS administration & staff to enforce laws of compulsory school attendance. Determinations of excused or unexcused are made by the administration. For cases not addressed below, the building principal or designee has full authority to handle each according to his/her best judgment. It is the responsibility of students and parents to ensure punctual and satisfactory attendance is maintained. School administration and staff assume the responsibility of keeping accurate records while upholding policy as appropriate.

NOTIFICATION

Attendance office: (419) 586-8300 ext. 3003

Parents must notify the attendance office by 8:00AM the day of an absence. All student or self-calls will be considered unexcused unless a note from a parent validates the absence & is received upon the student's return to school. If a student is absent and there is no contact received from a parent, the school will call in an effort to identify the student's whereabouts and ensure their safety. Students requiring a call from the school will be unexcused absent for that entire day. If a parent cannot be reached, the Truancy Officer may be notified to help locate the child. Periodic attendance reports will be sent by the school to parents of students with attendance concerns.

EXCUSED

Excused absences are allowed for students due to illness, emergency travel, or emergency circumstances. Students are responsible for obtaining, completing, and submitting any and all assignments missed due to excused absence. The length of time for make-up work is commensurate with the length of the absence. Students are expected to complete make-up work and assignments outside of the regular school day in an effort to minimize missed classroom instruction.

Students may miss up to **12 days total** in a school year. When contacting the attendance office, you must provide a reason for missing school. The following reasons can be considered excused: **personal illness, death in the family, religious holiday, vacation, an emergency or set of circumstances which constitute a sufficient cause for absence as judged by the Superintendent of schools or designee.** It is parent & student responsibility to communicate & receive prior approval for foreseen absences. Each student is limited to **12 excused absences** per academic year.

RESTRICTIONS

-Student vacation cannot occur during State Testing weeks.

Attendance penalties are waived for medical absence when proper documentation is provided appropriately. A doctor's note with specific times and dates of medical care or excuse must be submitted within 5 school days of a medical absence. If no note is provided, the absence will count against the 12-day allowance or as an unexcused absence if no allowance remains.

UNEXCUSED

Unexcused student absences are detrimental to any student's education. By being absent excessively or without justification, students miss valuable classroom instruction and educational activities. Class work missed due to unexcused absence will not be graded or credited to the student. Consequences for unexcused absences may include: Juvenile Court referral pursuant to ORC 3321.01, In-school suspension (ISS) to allow for students to catch up on necessary learning, detention, ABLE, or other consequences as deemed appropriate by the Principal.

Absences in excess of the 12 outlined above will be designated as unexcused. Should excessive unexcused absences occur, a student under 18 years of age will have formal complaints made against them in the Mercer County Juvenile Court in accordance with state law.

ATTENDANCE POLICY:

In an effort to support attendance and academic success while avoiding truancy, please be advised of the following student designations and accompanying actions taken as needed by Celina Intermediate School. (O.R.C. ____)

- 6 days unexcused in a month truant
- 10 days unexcused in a year truant
 - The parents of such students will receive written notification of their child's absence. They may also be asked to meet with Administration to identify a cause for this truancy and develop an intervention to prevent its recurrence.
- 5 consecutive days unexcused habitual truant
- 7 days unexcused in a month habitual truant
- 11 days unexcused in a year habitual truant
 - The parents of such students will receive written notification of their child's absence. They shall also be asked to participate with Administration to identify a cause for this habitual truancy and develop an appropriate intervention to prevent its recurrence.
 - Students and their parents who continue their truancy with such interventions in place are subject to legal action with the Mercer County Juvenile Prosecutor on behalf of Celina Intermediate School.

Derek Wenning
Principal
Celina Intermediate School
[419-586-8300 ext. 3001](tel:419-586-8300)