

## CELINA HIGH SCHOOL STUDENT HANDBOOK

## CHANGES FOR 2017-2018

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The significant changes this year entail an updated attendance policy. See the rationale below followed by the actual policy text.

## Rationale:

- a. Shared with other building administrators for consistency among buildings & grade levels
- b. Checked by Dr. Schmiesing against Board Policy--found to be in compliance.
- c. Addresses typically-encountered parent concerns (listed below)
  - i. Late athletic competitions would be excused if parents call child in
  - ii. Vacations in excess of 5 days
  - iii. Hunting/farming days
  - iv. "Parents' right" regarding absence/illness of their own child
- d. Addresses typically-encountered administrative concerns (see below)
  - i. Excessive sick days & unexcused absence
    1. CHS students had 4.9 excused days for illness last year
    2. Replaced policy allowed for 20 sick days per year
  - ii. "Gotcha" of previous policy where specific reasons or keywords needed included for absence to be excused. This policy streamlines attendance decisions while supporting the academic environment.

### Attendance Policy

#### **PURPOSE**

It's the duty of CHS 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. 1505**

Parents must notify the attendance office by 7:00AM 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. College visits will not count against the 12-day allowance when approved by the building Principal (see below).

#### RESTRICTIONS

-Student vacation cannot occur during the last week in a semester due to final exams.

-College Visits:

- A visit appointment must be made with a representative of the college/university & verified to the Principal, Assistant Principal, or guidance counselor.
- College visitation form must be completed and returned to a guidance counselor 3 days prior to the absence/visit
- A parent or adult over 21 years of age must accompany the students on the visitation & sign the visitation forms.
- Visits to WSU-LC should be made after hours. Lima schools, unless dictated by appointment times, should require only half-day absences.

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, Wednesday School, or other consequences as deemed appropriate by the Principal or Assistant Principal. Because online courses are self-paced, a lack of progress may be considered an unexcused absence until adequate progress is demonstrated. Students over the age of 18 may be withdrawn should unexcused absences become excessive or detrimental to the educational environment. Lastly, disregard for attendance and excessive unexcused absences may impact a student's participation in graduation ceremonies.

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.