

## ATTENDANCE GUIDELINES

Absences occur whenever a student is not in regular attendance or not on a school sponsored field trip on any day school is in regular session. All absences shall be recorded on forms prescribed by the school district and reported to the parents/guardians at the end of each grading period. All students that have been absent from school shall, upon returning, be granted either an excused or an unexcused absence based on the written excuse.

Tardiness occurs when a student reports to class or school after the Tardy Bell and within one hour of the beginning of the school day. Tardiness may be defined as leaving within one hour of the end of the regular school day or leaving and returning during the day for less than one hour. Tardiness will be determined separately in cases such as: students with alternative schedules or an irregular bell schedule due to delayed starts, exam schedule, etc. A record of all student tardies shall be maintained and be reported to the parents at the end of each grading period. **Tardiness to school will count against perfect attendance.**

The daily attendance will be checked as soon as school begins each morning. Additionally, teachers will check attendance at the beginning of each period throughout the day. Anyone whose name does not appear on the absence sheet and does not report to class will be considered unexcused and will be reported to the Attendance Office.

Teachers will not permit work to be made up for credit when a student has been marked as unexcused. An "F" will be given for the day or days missed and averaged with the other grades.

**So-called "Skip" Days are not authorized or condoned by school policy and such absences will be considered unexcused.**

**Daily Attendance Criteria (plus Extracurricular Eligibility):** To be eligible to participate in or to attend any athletic event, game, performance, practice, school dance, or any school activity or school event a student must be in attendance for a **minimum of four full class periods** during the school day.

- a. If a student has a "Green Slip" excuse he/she may participate in the athletic contest/activity/performance/practice only if he/she presents the principal(s)/A.D. with the proper documentation from that professional's institution prior to the event.
- b. If a parent has any further questions, they should contact their building administrator.

**Homework Requests:** Homework requests will be accepted when a student has been absent 2 or more days in a row and must be submitted 24 hours prior to pick-up. No additional homework requests will be honored until previous homework requests have been returned completed. Homework sent home is due upon the student returning to school.

**Absence Excuses:** After an absence, the student must report to the Attendance Office before the first bell in the morning. Excuses signed by the parent/guardian are to be presented stating the student's full name, the date (s) of the absence, and the reason for the absence. The attendance office will keep the excuse on file and will give the student an admission slip to first period.

**Late Arrival/Early Release Policy:** Students missing one hour or less of school during any day will be counted as a late arrival/early release with discipline to be based on the tardy criteria.

- a. Students missing over an hour but less than 4 periods will be charged with a ½ day absence.
- b. Students must attend school 4 full periods (THS) or 3 full periods (TMS) to be credited with a ½ day attendance. Elementary students must be at school 3 ½ hours to be considered as a ½ day attendance.
- c. Students missing more than 3 periods of school will be charged with a whole day of absence.
- d. It is encouraged that a student returns to school as soon as possible upon the completion of their appointment with proper documentation.
- e. If a parent has any further questions they should contact their building administrator.

**Late Arrival to School:** Students should plan on arriving to school at least 5 minutes prior to the Tardy Bell to have enough time to get to their classrooms. After the Tardy Bell, all students must sign in and receive a pass from the Attendance Office or Main Office in order to be admitted to class. The student will be counted absent up to the point of arrival and should have a parent note explaining the tardiness to school. Under normal circumstances, the student will be considered tardy to school within one hour of the beginning of the school day. **Tardiness to school will count against perfect attendance.**

**Early Dismissal:** Early dismissal notes must be taken to the Attendance Office or Main Office upon arrival to school in the morning. A follow-up phone call may be made by the school to verify the early dismissal. A parent/designee must come into the office to sign the student out at the Receptionist Desk when they have an early dismissal. **Based on Tecumseh Local Schools Safety Protocols, parents/guardians or designee must show a picture identification to pick up a student early from school. Leaving prior to the end of school will count against perfect attendance.**

**Make-up Work:** Upon returning to school after a period of absence, a student must contact each classroom teacher to obtain necessary make-up work. This work must be completed before the date designated by the teacher, typically one day per day of absence. Make-up work is the student's responsibility, not the teacher's! Any student who has received an unexcused absence will not be given credit for any work missed.

## **ATTENDANCE POLICY**

The goal of the Attendance Policy is to encourage the students to be at school every day and period that the school is in session. Many studies correlate regular attendance with academic success at school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from active-participation and interaction with others in the classroom.

In the event a student must be absent from school, they will receive an "Admit Slip" from either the Attendance Office or Main Office upon their return. At Tecumseh Local Schools there are three categories of absences, designated by a color code system, which may be used for the purpose of discipline.

College Visitation per Policy - limited to 2 days per year for juniors, seniors, or students officially considering College Credit Plus. **Will not count against Exam Exemptions as long as policy is followed**; however, the student must apply one week prior to their visit with the Main Office.

School Sanctioned Absence - approved by the principal (i.e. Field Trip, Academic Competitions, Athletic Events, etc). **Will not count against Exam Exemptions**

### **Green Admit Slips**

- **Excused Absence** – assigned work may be made up without academic penalty to the student.
- Do not count as part of a Student’s Attendance Plan for discipline purposes.
- “Green Slip” Absence **will count** against Exam Exemptions unless otherwise stated.
- **Examples of “Green Slip” Absences**
  - Hospitalization.
  - Religious Holidays.
  - Death in immediate family – limited to 3 days unless extenuating circumstances.
  - Quarantine by health authorities.
  - Dentist’s and Doctor’s Appointment - accompanied with a doctor’s excuse.
  - Illness – accompanied with a doctor’s excuse listing dates.
  - Approved work at home. – Prearranged with the principal.
  - Court Appearance - accompanied with a court excuse listing dates.
  - Processing for entrance to the military.
  - Out of School Suspensions shall be handled separately.
  - Special Circumstances with prior approval by each individual building principal.
  - Students dismissed through the clinic shall be handled on an individual basis; generally, this would not be considered as a “Green Slip” Excuse without an existing physician note.
  - Emergency Set of Circumstances.

### **Yellow Admit Slips – (Parent/Guardian Excuses)**

- **Excused Absence** – assigned work may be made up without academic penalty to the student.
- Will be counted as part of a Student’s Attendance Plan for discipline purposes.
- “Yellow Slip” Absence **will count** against Exam Exemptions.
- Student has 5 days to change a “Yellow Slip” Absence to a “Green Slip” Excuse.
- Up to 4 “Yellow Slip” Absences are allowed **per semester** as part of a Student’s Attendance Plan prior to discipline being assigned.
- **On the 5<sup>th</sup> “Yellow Slip” Absence per semester, the student will receive an Administrative Detention. All further absences during that semester, not described within the approved “Green Slip” Excuses, will be considered as a “Red-Slip” Unexcused Absence.**
- **In order to provide documentation to the state, parents/guardians are required to submit an absence note for every student absence, even after the 5<sup>th</sup> “Yellow-Slip” Absence.**

- **Examples of “Yellow Slip” Absences**
  - Legitimate Excused Absence based on written note signed by parent/guardian (limited to 5 per semester)
  - Special Circumstances with prior approval by each individual building principal.
  - Vacation Requests may be considered as a “Yellow Slip” Absence if the policy is followed.
  - **College Visitations that do not follow the school policy may be considered as a “Yellow Slip” Excused absence, so long as the visits are within the 5 days of Yellow Slip Absence allowed per semester.**
  - “Take Your Daughter to Work Day” will be considered as a “Yellow Slip” Absence if policy is followed.
- **Discipline based on “Yellow Slip” Absences may include:**
  - 3<sup>rd</sup> Absence – Letter Sent Home
  - 5<sup>th</sup> Absence – Letter Sent Home & possible disciplinary action
  - Additional Absences – Considered Unexcused (“Red-Slip”)

**Red Admit Slips – (No Written Excuse or Parent Note after the 5<sup>th</sup> Absence per Semester)**

- **Unexcused Absence** – assigned work **may not be** made up for academic credit.
- Will be counted as part of a Student’s Attendance Plan for discipline purposes.
- “Red Slip” Absence **will count** against Exam Exemptions.
- Student has 5 days to change a “Red Slip” Absence to a “Green Slip” or “Yellow Slip” Excuse
- Out of School Suspensions – Do not count additionally against Student’s Attendance Plan.
- Up to 2 “Red Slip” Absences are allowed **per year** as part of a Student’s Attendance Plan prior to discipline being assigned.
- **Discipline based on “Red Slip” Absences may include:**
  - 3<sup>rd</sup> Absence – Letter Sent Home & possible disciplinary action
  - Additional Absences will be periodically communicated to the parent/guardian and may have additional disciplinary action defined based upon grade level or building.
  - 12<sup>th</sup> Absence – Letter mailed home & possible disciplinary action
  - 15<sup>th</sup> Absence – Letter mailed home & possible disciplinary action
  - Additional Absence – ALC (per day)

**Reported or Verified Truancy (3 – 5 ALC)**

## Juvenile Court Involvement

- **Based upon the entire academic school year**
- **“Habitual Truant”** (based on Section 2151.011 of the Ohio Revised Code) is defined as “a school-age child who is absent from school without an excuse (Red Slip) for five or more consecutive days, seven or more days in a school month, or twelve (12) or more school days in a school year.”
- **“Chronic Truant”** (based on Section 2152.02 of the Ohio Revised Code) is defined as “a school-age child who is absent from school without an excuse (Red Slip) for seven or more consecutive days, ten or more days in a school month, or fifteen (15) or more school days in a school year.”
- **Note: that a “school month” is defined as four consecutive school weeks.**
- **Formal Truancy Charges may be considered to be filed against the parent and/or student based upon the definition of Habitual and Chronic Truancy**

**Drivers License Revocation:** Students who are absent, without an excuse, “for more than ten consecutive school days or for at least fifteen total school days” may be recommended to have their driver’s license revoked through the Superintendent to the Registrar of Motor Vehicles and the juvenile court (based on Section 3321.13(B)(2) of the Ohio Revised Code).

All students are required to have an admit slip in order to enter a class following an absence. The student will be sent to the Attendance Office or Main Office if he/she does not have one and will be counted tardy to class. Admit slips must be obtained before school or upon returning to school. The only exception is a student whose name has been published on a field trip list.

It is best when notes are brought in immediately when returning to school; however, a student may have up to 5 school days to submit proper documentation for absences to the Attendance Office or Main Office. This includes “Yellow Slip” parent/guardian notes and “Green Slip” excuse notes.

Parents are requested to notify the appropriate Attendance Office or Main Office or The Education Connection (**845-4483**) by 8:00 a.m. of their student’s absence. Please identify the student’s full name, your full name, and your relationship to the student. If no phone call is received, the school will attempt to contact the parent or guardian by phone at their home or work number. **A signed excuse from the parent or guardian is still required upon the student’s return, even if contact with the parent or guardian was confirmed by phone.**