ATTENDANCE

The School Day

Students may begin entering the school at 7:30am. There is a drop off window for students to arrive by car, bus, or walking over from the DayCare. The school day starts promptly with students in homerooms at 7:45am. Students arriving after 7:45am must report to the school office to sign in.

Daily Attendance

Regular attendance is a key factor in the establishment of a good scholastic record. Students are expected to be in attendance for all days scheduled for instruction. Many important lessons are learned through active participation in classroom/school activities and cannot be replaced with individual study.

Section 3301-69-02 of the Ohio Administrative Code states that an absence is considered excused for the following reasons. These absences require appropriate documentation from a medical professional or a note from the parent/guardian.

- Illness or injury of the child
- Illness in the family necessitating the presence of the child
- Death of a relative
- Medical or dental appointment
- College visit
- Quarantine of the home
- Emergency or other set of circumstances
- Observance of religious holidays

Appointments, Scheduled Events, Vacations

When possible, medical and dental appointments should be scheduled outside of school hours. Appointments during the school day are disruptive to classroom instruction and student learning.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times to eliminate the need to interrupt the school day.

Students will not be permitted to leave school during school hours without authorization from persons indicated in the student's file or parent permission.

When leaving the building for an appointment, the parent/guardian must sign the student out in the office. Upon returning, the student must report to the office, and the parent/guardian must sign the student back in.

Medical Absences

Students should be fever-free for 24 hours before returning to school. This should be fever-free without medication.

Make Up Work

For all absences, students are responsible for making up the work, including tests, that they had missed during their absences. They will have one day for every day absent to complete assignments upon their return to school.

Arrangements to pick up the child’s work after 2:00pm should be made before noon.

Staff are not required to provide assignments in advance for absences. Teachers will provide assignments and assessments when students return.

CYO Sports

The Policy on Catholic Sports- Charter on Youth Athletics for the Archdiocese of Cincinnati states:

CYA 4.2.3(a)- Catholic participants may not have more than three (3) unexcused absences from religious education or school in the current school year to participate.

PCS 1005.01(a)- Or in the case of summer/early fall sports, 2 unexcused absences in the previous semester of the same calendar year.

Excessive Absence and Tardiness

Being on time and present in the building is important to the smooth operation of the school.

Tardy Policy

Students arriving after 7:45 a.m. will be marked tardy. In addition, When a student leaves before dismissal or is out of school for any reason during the school day, his or her attendance will be considered incomplete for that day and will be designated as a tardy on the attendance record.

The school will follow these procedures when a student demonstrates excessive tardies:

Stage 1: A student reaches two unexcused tardies in one month.

- The school will send a Notice of Tardies message to the parent/guardian.

Stage 2: A student accumulates three unexcused tardies within one month.

- The student will receive an after-school detention.

Stage 3: Each additional unexcused tardy after the third.

- This will result in a one-day suspension. Following the one-day suspension, a meeting with the principal will be required to discuss concerns and establish a plan for improvement moving forward.

Students who are tardy more than 10 times in a school year will meet with the staff to create a plan to reduce and eliminate further tardies.

Chronic Absenteeism, Excessive Absences, and Habitual Truancy

The Ohio Department of Education and Workforce employs the following definitions for absenteeism and truancy:

- **Chronic Absenteeism:** Being absent 10% of the total school hours over the course of the academic year, regardless of whether the absences are excused or unexcused.
- **Excessive Absences:** Being absent 38 hours in a month, excused or unexcused, unless the absences are medically excused by a health professional.

- **Habitual Truancy:** Being absent 30 consecutive hours without a legitimate excuse for the consecutive absences, or 42 hours in a month, or 72 hours within an academic year.

Attendance and Truancy Procedures

Students who are absent more than 10 days in a trimester or who demonstrate a pattern of absences throughout the year may be asked to provide a doctor's excuse. A doctor's note will be required after three consecutive days of absence due to illness or in cases of frequent absences.

The school will follow these procedures when a student demonstrates excessive absences or habitual truancy:

Stage 1: A student reaches five days of absence in one month or 10 days in one year, including excused and unexcused absences.

- The school will send a Notice of Excessive Absences letter to the parent/guardian.

Stage 2: A student reaches five consecutive days of absence, seven days in one month, or 12 days in one year, including excused and unexcused absences.

- The school will send an Absence Intervention Notification letter to the parent/guardian.
- An Absence Intervention Team will be assigned. This team will include the student, parent/guardian, and school staff.
- The team will develop, implement, and document an Absence Intervention Plan to reduce or eliminate further absences within the designated time period.

Stage 3: The school will monitor the student's progress toward improved attendance.

- If the student does not make progress on the plan within 30 days or continues to be excessively absent, the school may suspend or expel the student and file a complaint in juvenile court.

Reporting An Absence

A student's absence must be reported to the school office by email or telephone by 8:15 a.m. each day the student is absent. Parents/guardians should call the school office at 937-898-5104. A message left on voicemail must include the caller’s name, student's name

and grade, homeroom teacher, date of absence, and reason for absence. Upon return, a written note must be provided to the office stating the reason for the absence.

If the office does not receive a call, a parent/guardian will be contacted.