

# ATTENDANCE POLICY & PROCEDURES

Attendance shall be a factor when assessing a student's quarterly, semester and yearly grades. The State of Ohio (ORC Sec. 3302.01 and 3302.02) requires schools to maintain a 93% student attendance rate and prohibits social promotion in the case of excessive absence.

**Unexcused student absence exceeding 10% of the required attendance days of the current school year at Euclid High School may result in loss of class credit.** (ORC Sec. 3313.609)

The following are valid reasons for excused absence:

- Validated personal illness: Either by parent/guardian phone call or written note within three (3) days of absence. A written doctor's note is encouraged to validate personal illness, dental emergencies, and other absences and is required if absences exceed more than 20 days per year.
- Death in the family – up to three (3) days.
- College visitation – three (3) days per year for juniors and seniors.\*
- Family Vacation\*
- Religious holiday\*
- Other exceptions that may be outside the control of the student/parent, such as quarantine of the home, incarceration, subpoena in a civil or criminal matter, or an emergency set of circumstances which in the judgment of the Superintendent of Schools or designee constitutes a good and sufficient cause for absence from school.
  - **These will be excused if the student is under the 20 days limit and a School Absence Pre-approval Form is approved by the Principal.** This can be picked up in the Main Office or from the guidance counselor.

School related activities which include but are not limited to:

- ❖ Athletic contests
- ❖ Corrective Learning (in-school suspension)
- ❖ Euclid High School office visits
- ❖ Field trips (in school or out of school)
- ❖ Guidance and testing activities
- ❖ Shadowing as part of a class assignment

## PROCEDURES

**I**     **Rationale:** Every day of instruction is important. There is a direct correlation between attendance and achievement.

**II.**    **Ohio Law:**

**A. Attendance and Grades:**

1. Ohio law “prohibits a student’s promotion to the next grade level if the student is truant for more than ten (10) percent of the school year and has failed two or more required curriculum subject areas” (ORC3313.609)

## ATTENDANCE POLICY & PROCEDURES

- Attendance shall be a factor when assessing a student's quarterly, semester and yearly grades. The State of Ohio (ORC sec. 3302.02) requires schools to maintain a 93% student attendance rate.
- Parents will be notified in writing (ORC3321.19) after a student is absent from school 5, 10, 15 and 19 days.

### B. **Legal Reasons for Absence (OAC3301-51-13):**

- Validated personal illness (either by parent/guardian phone call or verifiable written note within three (3) days of absence).
- Illness in family.
- Quarantine of home.
- Death of relative (up to three (3) days).
- Home work due to absence of parent(s) or guardian(s).
- Observation of religious holiday.
- Emergency or set of circumstances which in the judgment of the School Superintendent constitutes a good and sufficient cause for absence from school.

### C. **Other Reasons for Absence:**

- Other exceptions that may be outside the control of the student/parent, such as incarceration or subpoena in a civil or criminal matter.
- School related activities which include but are not limited to:
  - College visitation up to three (3) days per year for juniors and seniors\*
  - Field trips and family vacations\*
  - Shadowing as part of class assignment\*

\*These will be excused if the student is under the 20 days limit and a **School Absence Request Form** is approved by school office personnel. This form can be picked up in the school's Main Office or from the Guidance Counselor.

## III. **Planned Absences:**

- The student who plans to be absent from school for a reason not addressed by Ohio Law must see his/her Guidance Counselor for a **School Absence Request Form**.
- The form must be completed by the student and returned to his/her counselor before any absence from school.
- Failure to complete the correct form **PRIOR** to known absence will result in denial of make-up work.

## IV. **Calling in to Excuse an Absence:**

- Parents or legal guardians are the only person(s) who can excuse a child from school for a valid reason.
- Attendance will not accept excuses for tardiness and absence after three (3) days. After that time, please contact your child/children's administrator.