

ATTENDANCE POLICY

The Bright Local School District desires to insure students attend school every day to obtain the greatest benefit from their education. Attendance has a strong correlation to success in school, is necessary for a student to academically progress in a normal manner and is important in the development of a high quality work ethic.

Attendance Policy Definitions

Absences – Students may be absent up to and including **16 days/96 hours per school year** regardless of whether the absence is excused or unexcused. One day of absence is equal to 6 hours. Medical appointments, court documents, family funerals, observation of religious holidays, college visits, vacations, placement tests and driver's license tests are considered excused absences and will be documented but **will** count in the **16 days/96 hours total per school year**. Students are expected to have a note on the day they return from an absence such as:

1. Medical note – only valid if the student was seen in the medical office or establishment.
2. Court appointment/appearance (with note)
3. Family funeral (verification required)
4. Observation of Religious Holiday (verification required)
5. College visit – 2 days permitted with prior approval from guidance office.
6. Driver's license and college placement tests
7. Parent note of child's illness

Absent notes are expected on the day they return from an absence and no later than three (3) days after returning to school. On the day the student returns from an absence, they will have one (1) day to make up missed work per day of absence. If assignments are not made up, a grade of zero (0) will be recorded. It is the responsibility of the student to request make up work. We request that parents continue to call in to give a reason for the student's absence although parent calls do not excuse the student's absence.

Once a student has been absent **more than the 16 days/96 hour limit for the school year**, the student will be considered (NC) no credit status. The student may make up absences through an appeals process. The appeals process will be conducted prior to the end of each semester by an attendance committee. An appeals form may be printed from the school website or picked up in the building office. The appeals form must be given to the principal by the parent for further evaluation of why the student has been absent. Saturday school or after school detention may be assigned to make up days/ hours at the discretion of the committee. Attendance letters will be sent to the parent(s) when a student has accumulation of 2 days/12 hours, 5 days/30 hours and 10 days/60 hours of absences. For extenuating circumstances, the building administration should be contacted by the parent.

Tardy – We ask parents to make punctuality a priority. The first few minutes of the school day are very important as tardiness disrupts classroom teaching and interrupts learning. Students **arriving to school up to** forty five (45) minutes late or **leaving school up to** forty five (45) minutes early will be counted as

tardy. Students **arriving to school more than** forty five (45) minutes late or **leaving school more than** forty five (45) minutes early will be counted as ½ day absent. Three (3) tardies will be equal to one (1) day of absence. Students leaving early are discouraged as the last few minutes of the school are devoted to instruction, review of homework assignments and announcements. Students leaving school during the day will not be permitted to return except by presenting an appropriately signed excuse. Disciplinary action will be given for excessive tardiness. **High School Students – The 4th tardy to school will result in disciplinary action at the discretion of the principal.**

Call In Procedure – Unless there have been prior arrangements, the parent/guardian must notify the school as early as possible on the day of the student’s absence. Calls to the school should be made from 7:00 a.m. – 8:00 a.m. to report a child absent. If the school does not receive notification by 8:00 a.m. the day of the absence, then an attempt will be made to notify the parents by using an automated phone system or a postcard will be mailed home.

Early Dismissal – The Principal reserves the right/responsibility to give final approval for leaving early. In all cases the parent/guardian must provide permission and a valid reason for the early dismissal before the early dismissal will be granted.

Suspensions or Expulsions – If a student is suspended out of school or expelled, he/she will not receive credit for any day or work missed. Out-of-school suspension days do count in the total number of days towards the 16 day/96 hour per year limit. If a student is suspended off of the school bus, it is the student/parent responsibility to get to school. If the student is not in school it will count as an absence.

Truancy – The attendance coordinator will file a complaint with the Southern Ohio Educational Service Center, R.C. 2151.011 **contributing to the Delinquency or Unruliness of a Child** on a **Habitual Truant student**. The definition of a **Habitual Truant student** is when said student has been absent 30 or more consecutive hours, 42 or more consecutive hours in a school month or 72 or more consecutive hours in one school year without a legitimate excuse. The student will also be in violation of breaking the **Student Code of Conduct**, truancy, and will be subject to disciplinary action.

Exceptions to the Attendance Policy may be made only by the Principal and Attendance Coordinator in the event of exceptional or catastrophic circumstances.