

## ATTENDANCE POLICY

*Regular attendance and punctuality are essential for success in school and necessary for success later in life.*

*Each Student at Riverside Academy has the responsibility to attend all classes regularly and be on time.*

### Absences

In accordance with State of Ohio law, absences should only be for illness or an emergency.

In the case of absence from school, the parent or guardian shall notify the school office by 8:30 a.m. Parents who not call will be notified by telephone that their student is not present at school.

Both excused and unexcused absences are counted toward the maximum allowable absences.

**Excused Absences.** Absence is excused for any of the following reasons:

- Medical appointment
- Under a doctor's care
- Personal illness
- Death of immediate family member
- Court appearance
- Religious observance

**Unexcused Absences.** Absence is unexcused for any of the following reasons

- Truancy
- Any absence where student does not provide appropriate written documentation—Students should have written documentation in hand on the first day of their return to school.
- Leaving school early without proper documentation
- Any day a student is late without appropriate documentation

### Truancy

**Habitually Truant** is defined as any of the following:

- 5 consecutive unexcused absences, or
- 7 unexcused absences in one month, or
- 12 unexcused absences in one school year

**Chronically Truant** is defined as any of the following:

- 7 consecutive unexcused absences, or
- 10 unexcused absences in one month, or
- 15 unexcused absences in one school year

**Retention due to Truancy:** A student will be retained in his/her present grade level if the student has been truant for more than 10% of the required days of attendance and has failed two or more of the required curriculum subject areas.

## **Tardy**

All students reporting to school after the school day begins will be considered tardy.

Tardiness is a violation of the Code of Conduct and may lead to disciplinary action including suspension or expulsion.

**Tardiness is only excused for valid reasons** including any of the following:

- Illness or injury
- Death in the family
- Medical or dental appointments
- Court appearances
- Religious observance

## **Early Dismissal**

Students who need an early dismissal must bring a note signed by the parent or guardian. The note must indicate the reason and who will pick up the student. The parent or designated adult must sign out the student when they leave. If the student return the same school day, the parent or guardian must sign the student back in.