



6.0 ATTENDANCE

Attendance Policy

Students of HSAD are expected to attend all classes, every day and to make every attempt to be consistent in attendance. It is difficult, if not impossible, to succeed as a student without consistent attendance to classes and to school.

School Law provides that every parent, guardian or other person having charge of any child of compulsory school age must send such child to a school which conforms to the minimum standards prescribed by the State Board of Education for the full time the school attended is in session. Such attendance must begin within the first week of the school term. To this end, regular attendance is required of all students in Horizon Science Academy Dayton Downtown during the days and hours that the school is in session unless excused for the following reasons:

1. **Personal Illness:** The principal or dean may require a doctor's note/certificate on physician's appropriate letterhead with valid contact information.
2. **Illness in the Family:** Absences will be excused up to **18 hours only** when the student's presence at home is necessary.
3. **Death of a Relative:** Absences will be excused up to **18 hours** with a written request from the parent or guardian.
4. **Quarantine of the Home:** Absences will be excused with a written doctor's statement on physician's appropriate letterhead with valid contact information, for the allotted time frame given.
5. **Observance of Religious Holiday:** Absences will be excused upon written request at least 3 days in advance.
6. **Work at Home Due to Absence of Parents or Guardians:** Necessary work at home limited to emergency conditions.
7. **Such Good Cause as may be acceptable by the administration:** Family emergency or set of circumstances, which constitutes a good and sufficient cause in the judgment of the administration for absence from school.
8. **Administrative Decision or Suspension Out of School.**
9. **Court Appearance.**

Absences for any reasons other than those cited above will be considered unexcused.

Excused Absences

Under Ohio's "Missing Child Law", parents or guardians must notify the school any morning their child is not attending. The day the student returns a note from a parent, guardian, or a doctor must be provided for their absence to be excused. An excused absence note will only be accepted for the reasons listed above. The excused note shall be submitted to the attendance office and filed as part of the student's school record. **Parents or guardians may only excuse 60 hours per school year. Excuses in excess of 60 hours by parents or guardians will not be accepted.** Please refer to the **Administrative Procedures for Excessive Student Absence/Tardy- Truancy Policy** section, under these circumstances students will be referred to the Truancy Officer handled accordingly

Excused Absence Notes

Excused absence notes will only be accepted **one week (5 school days)** from the date of the absence. Afterwards the absence will be considered an unexcused absence.

Reporting Absence

The Ohio Law requires that schools verify absences daily. If a student is absent from school, the parent or the guardian must call the school attendance line 937-277-1177 between **8:05 a.m. and 10:00 a.m.** on the day of the absence to report a child's absence. If the school is not contacted, the school will make every effort to contact the parent via School Reach. In addition, the student should bring a written notification of the absence from the parent on the day of his/her return. An EXCUSED ABSENCE SLIP granting student access to missed work will not be given to the student until this written notification is delivered to the main office. There is a statute of limitations of up to five (5) school days to bring in the proper notification for an excuse absence to be valid and for work to be made up in a timely fashion.

Make-Up Policy for Excused Absences

Any student granted an excused absent from school has the responsibility for obtaining the missed assignments from the teachers the day of his/her return to school. Students will have the same number of days to return their work as they were absent (example: If a student missed four (4) days of school, he/she will have four (4) days to makeup the work as long as his/her absences have been excused). The student is also responsible for completing all class assignments and examinations.

Unexcused Absences

An unexcused absence does become part of a student's school record. you will be marked for an unexcused absence if you:

- Fail to bring a written notice within five (5) school days following an absence,
- Leave school without signing out of school at the office,
- Are absent from class without permission – including walking out of class,
- Are absent from school without parental permission,
- Are out of your assigned area via pass from teacher or staff member.
- Are absent for reasons not acceptable to the administration,
- Are absent for transportation, weather, personal issues, and non-medical appointments.

Students who missed any class assignments or examinations due to an **unexcused absence** may be denied the make-up work and in that case get zero credit at the decision of the administration.

Tardiness to School

Students are required to be in their classroom by 8:05 a.m., unless their bus is late to school. If the student is not in the building by 8:05 a.m., the student will be considered tardy. The assignments will be at the discretion of the Principal. If a student accumulates more than 10 total tardies per quarter, a parent meeting will be held and a truancy warning letter will be sent to the parent or guardian. If the tardies surpass the amounts listed above, then other consequences may be ensued by administration, including referral to Montgomery County's truancy office.

Administrative Procedures for Excessive Student Absence/Tardy- Truancy Policy

Your child will be referred to the Montgomery County Truancy Office if they are habitually truant by the below definition according to Ohio state law.

Under the Revised Code of Ohio

ORC 2151.011

"Habitual truant" means any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for **30 or more consecutive hours, 42 or***

more hours in one school month, or 72 or more hours in a school year.

*Legitimate meaning allowed according to the above excusable reasons only.

Academy Expectation:

1. Any student who accumulates **48 unexcused hours** per a quarter will receive a **warning** letter from school.
2. Any student who accumulates **60 total unexcused hours** in a semester will receive a **parent meeting request** letter from the school requesting a **conference** with administration. At that point, administration will also require the implementation of an Attendance Intervention Plan (AIP) with the parent or guardian.
3. Any student who is habitual truant as defined above will be referred to the **Montgomery County Truancy Office for excessive absence.**

Any student who reaches 90 unexcused hours in any semester or 180 unexcused hours in the school year will be considered as failed his/her current grade and will repeat the following year unless the student's principal and teachers of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

Pre-Planned Absence

Parents are encouraged not to take their children out of school for reasons other than the ones stated below:

1. An emergency for which it is possible to give prior notice to the principal that constitutes a good and sufficient cause for absence from school.
2. Non-school sponsored educational activities.
3. Funeral
4. Family illness

The parent or guardian must notify the administration regarding the planned absence in person 10 days in advance and may be required to sign a form indicating that the parent or guardian assumes full responsibility for the students' absence. Failure to comply with this will result in an unexcused absence for the missed classes and the student will not be able to make up the missed work.

The student will be responsible for obtaining and completing the missed assignments, notes etc... upon his/her return to school. Excessive absenteeism interferes with the valuable teacher-student rapport in the classroom. For this reason, parents are strongly advised not to arrange family vacations while the school is in session.

Early Leave

Students must never leave the school building without permission and/or without their parent signing the student out. Failure to follow this procedure will result in disciplinary action. Legitimate reasons for early leave from school will be accepted provided a note signed by a parent is presented at school. The student & parent must sign-out before leaving the building. Students with legitimate reason will be allowed early leave, preferably not to exceed three (3) times per quarter. Students may not be allowed early leave after

2:00 pm, so not to cause confusion during dismissal times; so every student is dismissed in an orderly and safe fashion. If procedure is violated then an intervention plan may be implemented for the student/parent as well as other consequences as deemed necessary by administration.