

ATTENDANCE

Marietta City Schools Attendance Policy and Procedures: Ohio's compulsory education law requires the proper education of all children in the state. The Marietta City School District Board of Education believes that regular attendance is necessary for learning. It is the responsibility of the student and the parent to maintain regular attendance.

Each instance of absence or tardiness, whether excused or unexcused, becomes part of the student's cumulative record. This permanent record of attendance may be shared (along with other information) with other educational institutions and prospective employers. It is the intent of this policy and related administrative procedures to help students maintain good attendance in order to maximize educational achievement and to enhance future education and employment opportunities.

Arrival and Dismissal Times

Phillips School	8:45 -3:40
Washington School	8:45 -3:40

ARRIVAL/DISMISSAL

Consult your individual school section for the specific bell schedule. Students may enter the buildings at 8:45 AM.

Parents should wait outside the building to meet their children at dismissal time in order to ensure safety and avoid unnecessary distractions in the building. Parents may not wait outside their child's classroom.

Early dismissals are permitted for doctor's appointments or other good reason. Refer to district attendance policy for additional information.

When a student leaves school during the day, the parent uses the QR code posted on the door to sign out the student.

Please contact the school **prior to 2:00 p.m.** when your child's regular dismissal has been changed. Without notification, the school will require your child to follow his/her regular dismissal procedure. If an emergency arises and the child is picked up before dismissal, the parent must sign out his/her child. See the school section for specific dismissal guidelines at your child's school.

STUDENT ABSENCES AND EXCUSES

Attendance shall be required of all students enrolled in Marietta City Schools during the days and hours that schools are in session unless excused for the following reasons:

- 1. PARENT EXCUSED ABSENCES** – Absences may be excused if the parent or guardian contacts **the school on the day of the absence AND sends a written excuse the following day.**
*Parents/Guardians will have the ability to excuse **six full days** per school year for personal illness, family vacation, emergency or a combination of the three kinds of excuses. **As per district procedure, absences for students who experience repeated occurrences of pediculosis (lice) and/or bed bugs may be considered UNEXCUSED at the discretion of the building principal.**
- 2. Illness in the Family** –Necessitating the presence of the child. The (approving authority) may require the written statement of a physician/mental health professional in explanation as to why the child's absence was necessary.
- 3. Death in the Family** –The absence rising from this condition is limited to a period of three days unless a reasonable cause may be shown by the applicant child for a longer absence.
- 4. Quarantine for contagious disease** –The absence of a child from school under this condition is limited to the length of quarantine as determined by proper health officials.
- 5. Observance of Religious Holidays** –Any child shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs.
- 6. Medical or Dental appointment** -Students who have health related appointments will be allowed to be absent for only the time of the appointment and a reasonable amount of time before or after the appointment. **After six parent notes are used**, absences will be considered unexcused unless there is a doctor's excuse for student illness or written statement from the treating physician of the family member with an explanation as to why the

child's absence was necessary. Such absences will be excused when doctor's note is received upon student's return to school. **The doctor's excuse must be the original or faxed from doctor's office to school. The doctor's excuse must state the date and time of the appointment. Provide medical documentation for long-term absences to include the nature of the illness, any limitations on the student, inclusive dates of medical condition and/or specific dates of absence covered. A physician's diagnosis is to be on file in cases of chronic or long-term illnesses. Emergency** or set of circumstances which, in the judgment of the Superintendent or his/her constitutes a good and sufficient cause for absences from school. **Absences due to a student's placement in foster care or change in foster care status. (See Administrator) Absences due to a student being homeless. (See Administrator)**

UNEXCUSED ABSENCES

An unexcused absence is any absence from school without a legitimate excuse. Some examples of an unexcused absence are failing to turn in medical or parent excuses, sleeping in, missing the bus, celebration of birthday, shopping, hair and nails, hunting, etc. When an absence from school is unexcused, the student is considered to be truant. Disciplinary actions will be imposed for unexcused absences as determined by the rules set forth in each school handbook.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). **Students are required to bring a note to school after each absence explaining the reason for the absence or late arrival.**

CHRONIC ABSENTEEISM

CHRONIC ABSENTEEISM IS COMPRISED OF THE TOTAL TIME OUT OF SCHOOL FOR EXCUSED, UNEXCUSED, OUT OF SCHOOL SUSPENSION DAYS, TARDY ARRIVALS AND EARLY RELEASES FROM SCHOOL.

Students who are chronically absent from school (for 38 or more hours in a school month or 65 or more hours in a school year) may be subject to participate in a required absence intervention plan. (ESSA and Ohio HB 410).

TRUANCY AND DISCIPLINARY ACTION

- **Truancy (absence from school without legitimate excuse) caused by late arrivals to school and unexcused absences, for part of the day or the entire day, may result in disciplinary action.** The severity of the penalty will depend upon the amount of time missed, the number of truantries, and the general conduct of the student. The Guardian and student will be required to attend a Student Absence Intervention meeting.
- Arrangements may be made with Administration on an individual basis to take state achievement tests during suspension.
- **When a student becomes lawfully truant (30 consecutive hours, 42 hours in a school month, 72 hours in a school year), the parent/guardian and student will be required to attend a Student Absence Intervention Conference.** This conference will be held to address the student's attendance, behavior and academic concerns. Failure of the student to participate and improve attendance shall result in filing of complaints in Juvenile Court. (Ohio House Bill 410, effective July 1, 2017)

Absences

Late arrivals to school or any class is disruptive to the educational process. Excessive late arrivals are subject to further disciplinary measures and may affect student achievement. **Student will be counted absent after 9:00 am.**

Early Releases: Students are expected to be in school for the full day. An early release would be if a child leaves at or before 3:00 p.m. of the school day.

Family Vacations: Family time is important; classroom time is also important. We ask that parents avoid scheduling vacations/custody visitations, which require absence from school. **Absences will not be excused when this vacation is on a district or state testing day.** Absences due to family vacations may be excused as determined by the following criteria:

1. Written request is submitted to the principal at least three (3) days prior to the absences.
2. Student attendance in the current year is good.
3. If approved, days will be deducted from the allotted 6 parent excuses for the year.

Take-Your-Child-To-Work Day: Although this event is worthwhile, the classroom experience is also worthwhile. We recommend that this day be celebrated on non-school days. **Absences will not be excused when this event is on a district or state testing day** be. Absences for Take-Your-Child-To-Work-Day may be excused as determined by the following criteria:

1. Written request is submitted to the principal at least three (3) days prior to absences.
2. Student has not used all of the allotted 6 parent excuses for the school year.
3. Student submits a written report to teacher and principal upon return to school.

Reporting Absences: Ohio law requires that schools verify absences daily. (Missing Children Act and OAC 3301-69-02)

Parents are requested to call the school office secretary before 9:00 A.M. to report absences. Please state the following information:

1. Your name and relationship to the student;
2. Student's first name, last name and grade;
3. Date(s) of absence;
4. Reason for the absence.

Written Excuses: A written excuse is required upon return to school, or the absence will be considered unexcused. The excuse should contain:

1. Student's first, last name and grade;
2. Date(s) of absence;
3. Reason for the absence;
4. Parent's signature;
5. Blanket Doctor's excuses will not be accepted.

Absence Reporting: When a child is absent, it is the responsibility of the parent/guardian to call the school to report the child absent. As a safety measure, schools notify the parent when the child is absent. If the school does not hear from the parent/guardian by 9:30 a.m., a call will be placed to the home.

All absences must be followed by a signed note from the parents, doctor's excuse, or written documentation. These notes will be dated and sent to the office with the attendance report. **Absences not followed by a signed note from parents are recorded as UNEXCUSED.** Refer to district attendance policy for additional information.

ART/MUSIC/PHYSICAL EDUCATION

ART - All students are required to bring their art supplies to every class. They are also responsible for replacing the supplies as they are used or lost.

PHYSICAL EDUCATION-

1. Students in grades K-2 must wear shoes and clothing appropriate for class activities. Safety and modesty are used to determine student participation. The limited number of class periods in the semester grading period means that inability to participate due to inappropriate shoes/clothing can have a major impact on the student's ability to learn and practice skills.
2. Students are advised to avoid wearing jewelry or having sharp objects in their pockets.
3. In the event of illness or injury, students are required to present a note from parents or physician explaining limits of participation and extent of illness/injury. A doctor's excuse may be required after three consecutive days of non-participation or if requests are deemed to be excessive.

BEHAVIOR

PAX - (Peace, Productivity, Health, Happiness)

In 2018, Marietta City Schools' elementary teachers and administrators began learning and implementing PAX strategies in classrooms and throughout the school. PAX is a collection of research-based strategies designed to increase attentiveness and task focus and to decrease disruptive and aggressive behaviors called "spleems."

PAX supports our goals: increasing student engagement and leadership, developing responsibility, increasing