

IMAGINE HILL ACADEMY

ATTENDANCE & TARDY POLICY

ATTENDANCE

Daily attendance of each student is essential to his/her success at Imagine Hill Avenue Environmental School. Research shows that educational achievement is directly related to attendance. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety. It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Students cannot be successful if absent over five (5) days during the quarter. Exception to the rule would be a student with a prolonged illness, in which case the student may make-up work missed. **A doctor's note is required upon a student's return to school and must be turned into the front office in order to make the absence(s) Excused.** Communication from the parent(s) or guardian to school officials is imperative in order to support the needs of the student and the school's attendance policy.

ABSENCE PROCEDURES:

1. If a student is sick at home, parents should call the school's attendance line **(419) 867-8167** by 9:00 a.m. to report the absence. School officials will contact parents by 10:00 a.m. if no phone call is received.
2. Upon return from an absence, the student must submit to the office a doctor's note in order to have the days absent counted as **Excused**.
3. If the school does not receive a note, the absence(s) will be classified as **Unexcused**.
4. Students may miss up to 5 days unexcused from school each quarter. If a student misses over 5 unexcused days in the quarter, the student will automatically receive a failing grade for that quarter, at the teacher's/school's discretion.

WHAT IS CONSIDERED AN EXCUSED ABSENCE:

1. Personal physical illness as to prevent attendance at school. (Doctor's note required)
2. Personal mental illness such that the student will not benefit from instruction. (Doctor's note required)
3. Illness in the family if student is age fourteen or older. (Doctor's note required)
4. Quarantine of the home. (Doctor's or professional note required)
5. Death in the family. (Funeral/official documentation required)
6. Observance of religious holidays. (Official religious note required)
7. Court subpoena. (Official documentation required)

8. Necessary work at home due to absence of parents/guardian. (Official documentation required)
9. Instruction at home from a person qualified to teach the branches of education in which instruction is required. (Official documentation required).
10. An emergency or set of circumstances, which, in the judgment of the school, constitutes a good and sufficient cause for absence. (Official documentation required).
11. If a student is absent from school for the sole purpose of traveling out of state to participate in a school-approved enrichment activity or extra-curricular activity, the school shall count that absence as an excused absence, up to a maximum of 4 days per school year. The student must complete any classroom assignments he/she misses due to the absence. If the student will be absent for 4 or more consecutive school days, classroom teachers must accompany the student during the travel period to provide the student with instructional assistance in order to count the student as in attendance.

EXCESSIVE ABSENCES POLICY:

If there are excessive absences, which could lead to dismissal from Imagine Hill Avenue Environmental School, the student and his/her parent(s) or guardian must meet with school officials to address the issue.

1. Third (3rd) Unexcused Absence – Phone and/or postcard will be sent home from the ProgressBook/Student Management Office.
2. Fifth (5th) Unexcused Absence – Letter sent home from the ProgressBook/Student Management Office indicating that the student is on notice for excessive absences, and in danger of failing the quarter.
3. Eighth (8th) Unexcused Absence – A meeting will be scheduled with parents and school officials to put the student on a corrective action plan.
4. Tenth (10th) Unexcused Absence – A filing of educational neglect papers with the Juvenile Court.
5. Twelfth (12th) Unexcused Absence – Will result in recommendation for Expulsion from Imagine Hill Avenue Environmental School.

TARDY

TARDY PROCEDURES:

School starts immediately at 8:30 AM sharp. You are considered tardy at 8:30 AM if you are not in your classroom. Doors will be locked at 8:30 AM

If you are tardy, parents are required to bring their student into the building through the front entrance and sign them into school at the front reception desk. After 8:30 AM students are required to have a pass to get into class.

Once the students are in school, it is very important that they remain in school for the entire day. Students that are picked up from school prior to 3:30 PM will receive a "PM TARDY" for the day, unless the early dismissal is **Excused**. Please see above for what is considered "Excused." All standard Tardy Policies apply to leaving school early.

TARDY POLICY:

1. Three (3) unexcused tardies will equal one (1) unexcused absence.
2. Six (6) tardies will result in a parent conference with Administration.

WITHDRAWAL

A student who fails to participate in one hundred five consecutive hours or learning opportunities will be automatically withdrawn, unless the student's absence is excused. Otherwise, a parent may withdraw a student voluntarily by signing a Voluntary Withdrawal form with the school administration.

TRUANCY

A student is habitually truant if he/she is absent for five (5) or more consecutive school days, for seven (7) or more school days in one (1) month, or twelve (12) or more school days in one (1) school year. (all unexcused)

A student is chronically truant if the student is absent without a legitimate excuse for seven (7) or more consecutive school days, for ten (10) or more school days in one (1) month, or fifteen (15) or more school days in one (1) year.

CONSEQUENCES FOR TRUANCY:

If the student is habitually truant and the student's parents have failed to cause the student's attendance, the school must inform the student and his/her parents of the truancy record and the school board's intent to notify the Judge of the Juvenile Court of the student's excessive truancy.

Once parents/guardians are reported to law enforcement for educational neglect, the end result can be a fourth class misdemeanor if found guilty.