

Attendance Policy

Attendance Department Goals

A student's academic success is greatly affected by his/her attendance in school. When a student is not attending school regularly, and without a legal excuse, a referral is made to the Attendance Department for further investigation. Contact will be made with the parent or guardian regarding the school's concerns. Depending upon the severity of the case and the level of cooperation of the parent, a referral to Juvenile Court may be made. The parent and/or student may be referred to court.

The goal of the Attendance Department is to ensure that every student in the Huber Heights City School District achieves both personal and professional success upon graduation and beyond. Regular attendance in school is a vital component of reaching that goal.

Reporting Absences

When a student is absent from school and we do not receive a call from the parent, we attempt to contact the parent at home by telephone or mail. If you have not contacted the school regarding the reason for this absence, please send a note to the school as soon as possible. Our purpose for these procedures is to keep parents informed and to protect our students. If you want to be contacted at a different telephone number, or if you want another individual other than yourself contacted, please send this information in writing to the school office.

THANK YOU FOR YOUR COOPERATION

Required Student Attendance in School Grades K-12

Regular attendance in school is in the personal interest of students and their parents and in the professional interest of educators in the school system. A student cannot gain full benefit from the academic, social, physical, and vocational education opportunities provided if his/her attendance is sporadic. Such students risk grade retention and/or failure to graduate from school.

The laws of Ohio require that school attendance shall be compulsory between the ages of six and eighteen. Kindergarten attendance is considered essential. Students, parents/guardians/custodians, and school officials have a legal obligation to abide by and enforce the state attendance laws.

The primary responsibility for regular school attendance rests with parents. Teachers and administrators will use all possible means to communicate with, counsel, and impress upon parents/guardians/custodians (using civil authorities when necessary) their legal obligation to assure that their children attend school and classes regularly.

The parent or legal custodian of a student is directed to report to the appropriate school administrator, by telephone or otherwise, that his/her child will be absent for a specified number of days, or part of a day, from school. Notification must occur as early as possible the same day the student is absent from school, but no later than one hour after the start of the school day.

Classification of Student Absences from School

A student may be legally absent from school or classes, in accordance with Ohio Revised Code 3321.04, for the following reasons:

- A. A personal illness
- B. Illness in the family
- C. Quarantine of the home
- D. Death of a relative
- E. Observance of religious holidays
- F. Family emergency or set of circumstances which, in the judgment of the principal, constitute a good and sufficient cause for absence from school
- G. Attendance at school-related events

The principal or attendance officer may require the parent/guardian/custodian to provide a statement signed by a physician which verifies that the student was unable to come to school for reason of illness on the specific days the student was absent.

For a student's absence to be considered legal, parents/guardians/custodians are asked to inform the school on each day the student is absent from school and, upon the student's return to school, to submit a signed note of explanation indicating the date(s) of absences.

Any student absence for which school officials cannot verify a legal reason by means of credible student or parent/guardian/custodian statements, and/or investigation by school officials, is considered truancy or an illegal absence from school.

Whenever a student's absences become excessive or the reasons for a student's absence become suspect, the school attendance officer may be assigned to initiate an investigation. In such cases, the home will be contacted, and complaints may be filed with civil authorities.

Any student who is truant or has unexcused absences for more than 10% of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade will be retained unless the principal agrees that the student is academically prepared for the next grade.