

**STOW-MUNROE FALLS HIGH SCHOOL  
ATTENDANCE POLICY**

**PHILOSOPHY**

All students are expected to be in all classes and study halls. Daily attendance is a required component of student achievement. Parents/guardians are responsible for seeing that students attend daily.

Frequent absences of students from the learning experience during the year disrupt the continuity of the instructional process. As a result, the benefit of regular classroom instruction is lost and cannot be entirely regained, even by make-up work. Many students who miss school frequently experience great difficulty in achieving the maximum benefit of schooling.

**I. AUTHORIZED ABSENCES (OHIO REVISED CODE)**

- A. According to Ohio Revised Code, the following are authorized absences:
1. **Personal Illness.** The approving authority may require the certificate of a physician if deemed advisable.
  2. **Illness in the family.** The absence under this condition shall not apply to children under fourteen years of age.
  3. **Quarantine of the home.** The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.
  4. **Death of a relative.** The absence arising 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.
  5. **Necessary work at home due to absence or incapacity of parent(s)/guardian(s).** Any absence arising because of this condition shall not extend for a period longer than that for which the parents(s)/guardian(s) were absent from the home or incapacitated.
- B. For attendance reporting procedure, arrival to school after 8:15AM will be reported as a ½ day absence. If a student arrives after noon, it will be reported as a day's absence. Absence as a result of school sponsored activity will not count as absence.
- C. School administration will determine if absences are legal for reporting purposes.

**II. ATTENDANCE PROCEDURES**

- A. Students' absences are verified daily by parent/guardian's phone report to the Attendance Office. The report is required for an excused absence from school. **Parental phone contact with the school must be made within 24 hours (1 school day) in order to have the absences excused. After ten (10) absences per year, medical documentation must be provided for an absence to be excused.**
- B. Students who find it necessary to leave the building must report to the Attendance Office. Students who do not follow this procedure will be considered truant.
- C. Students who must leave school for a doctor's appointment must **have a parent/guardian call the Attendance Office before 8:00AM. Students are then given a "Special Excuse to Leave" which must be signed by the doctor for the student to receive an excused pass upon their return to school.**

**MAKING UP WORK AS A RESULT OF ABSENCE**

Students receiving EXCUSED absence via phone contact from parent/guardian are responsible to meet with each instructor for make up assignments. Students have an equal number of days for make up work as the number of EXCUSED days of absence.

**Students not receiving excused/verified absence will not be granted make up work/test/quiz privileges.**