

ATTENDANCE POLICY REMINDERS

ATTENDANCE AND TARDIES ARE ON A HOURLY BASIS

**Attendance Hotline (Call by 8:00 a.m.)
419.998.2900 or 800.992.2913**

1. If a student is absent, only a parent/guardian can call the Attendance Hotline at 419.998.2900 or 800.992.2913 prior to 8:00 a.m. the day the student is absent. However, a phone call or a written note will be accepted up to three (3) school days following a student's absence. The attendance office may make calls to verify a student being called in absent or to verify written excuses. One day of absence equals six (6) hours.
2. Parents/Guardians are allowed 16 illness hours of call-ins or written notes per quarter. All other illness hours must be medical to be excused.
3. Other disciplinary options may occur if more than 72 unexcused hours occur for the year.
4. A student arriving at school after 8:00 a.m. must report to the office to sign in and receive an admit pass to school. Students who do not report to the office for an admit pass will remain unexcused for the entire day.
5. When a student signs in late or leaves early, the time will be logged in and the hours missed will be added to total time missed for the month, quarter, and year.
6. When a student receives their fourth (4th) unexcused late pass to school per quarter, they will be issued a detention. Detentions will occur for each subsequent unexcused late pass to school. All late/tardy to school will count towards the total absent hours.
7. Early dismissals must be turned in to the main office attendance personnel before school begins with a written note from a parent/guardian or an independent student. Please do not leave early dismissal messages on the Attendance Hotline. The Attendance Hotline is checked only in the mornings.
8. Students with excused or unexcused absences must ask for missed work, and students are allowed the same number of days missed to make up work.
9. Students with excused absences will immediately receive credit for work turned in on time.
10. The unexcused absence students will only receive 60% of the original grade obtained.
11. When an unexcused absence occurs, what cannot be made up are the daily employability points from lab or the participation points from the academic classes.
12. A student going on vacation is required to complete a vacation contract one week prior to his or her trip. It is the student's responsibility to collect his or her homework and complete any missed work. Work must be completed within three days of students return in order to receive full credit.
 - Any student work that was assigned prior to the student leaving for vacation that is due during the approved vacation leave must be completed prior to leaving.
 - Any student work assigned during the students approved leave must be completed within three days of the student's return in order to receive full credit.
 - While vacation leave is excused, it will disqualify a student from perfect attendance.
13. Consequences for not following the Attendance Policy could occur. A sample of options listed below may include:
 - School conferences with student and/or parent/guardian
 - Remediation Room
 - An Action Intervention Team Meeting set up
 - Referral of student to Children's Service
 - Referral of student to Juvenile Courts
 - May notify the BMV, asking to revoke a student's general driving privilege or immediately revoke a student's driving privilege to Apollo for the rest of the semester or school year