

Board Policy

5110.1 /5110.2

Student Attendance

Regular school attendance is the foundation on which the instructional program is built. The Cincinnati Board of Education expects all students to be in attendance each day that school is open for instruction, except for absences approved by the Superintendent. Each school has the responsibility of notifying parents/guardians of each unexcused absence from school or an individual class. Students whose unexcused absences exceeds three consecutive days will be referred to the school social worker. Students who are absent for ten consecutive days or for a total of fifteen days in a semester will be considered habitually absent as defined in Ohio Revised Code 3321.13

The Ohio School Compulsory Attendance Law (Ohio Revised Code 3321.01) requires all students ages 6 to 18 to attend school on a regular basis. Students presenting attendance problems are referred to the court by the school social worker. Parents of children may be referred to the Department of Human Services or the Hamilton County Juvenile Court for failing to comply with the state Compulsory Attendance Law.

The Superintendent of Schools, as provided in Ohio Revised Code 3321.13, shall request that the Juvenile Court judge and The Bureau of Motor Vehicles deny, suspend, or revoke the driving privileges of students under eighteen who are habitually absent from school without a legitimate excuse. In compliance with Ohio Revised Code 3321-13, the temporary instruction permit or driver's license will be suspended by the Bureau of Motor Vehicles for those students under eighteen who drop out of school. Students who do not already have a permit or license will be denied the opportunity to obtain one by the Bureau of Motor Vehicles.

SCPA Attendance Procedure

When a student is absent, a **parent/guardian must call the school before 9:00 a.m. to report the student's absence to the automated voicemail attendance line (363-8004)**. Upon returning to school and before reporting to classes, the student **must** sign in at the Main Office (Student window). If a parent/guardian did not call previously, the student needs to provide a note with the information listed below. Further documentation may be required in some situations.

- Name of student
- Date the note is written
- Date(s) student was absent
- The specific reason for the absence
- Parent/guardian's signature
- Phone number where parent/guardian can be reached before noon

The following procedure then takes place:

- The reason for absence will be input in PowerSchool by a member of the clerical staff.
- If the student's absence is excused, it is the student's responsibility to obtain missed assignments.
- If the student is ill for an extended period of time (more than 5 days), the student or parent/ guardian should call 363-8002 before returning to school for make-up assignments. **Please allow 48 hours (2 days) for preparation of assignments. Please be aware that specific, direct instruction and group activities will not be repeated.**

If a student misses more than 10% of their class in a given quarter (approx 1 day out of 10) the teacher may deny attendance at any event outside their regular scheduled classes. This does not apply to students who are involved in performances.