



JR/SR HIGH STUDENT ATTENDANCE



Mrs. Angela Bartlett

330-326-2711 ext. 515

IF your child is absent...

- **CALL** Mrs. Angela Bartlett at 330-326-2711 ext. 515 to report your child off and give the reason for the absence.
- Send a **NOTE** to the school the day your child returns. The note must state **WHY** the student was absent and the date of the absence. Failure to promptly check-in may be considered an unexcused absence.

Acceptable excuses are:

- Personal illness
 - Illness in the family
 - Death of close relative
 - Observance of religious holidays
 - Family emergency (must be an acceptable reason in the judgment of the administration.)
- All absences will be designated as unexcused, unless an excuse is provided within the 48 hour allocated time period.
 - Some excuses may/will require a doctor's excuse
 - Students will have the opportunity to make up work for an unexcused absence but will receive a 1% reduction of each final grade per unexcused absence.
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REFERRAL TO PORTAGE COUNTY JUVENILE COURT

Failure to comply with attendance procedures will result in suspension, referral to the Portage County Juvenile Court, and/or the recommendation that the student be processed for expulsion. Schools may refer a student to Juvenile Court for truancy as legally defined for being a habitual or chronic truant.

House Bill 410 changed the definition of habitual truancy from days missed to hours missed- meaning under HB 410, a student is considered to be a habitual truant if they have missed:

30 or more consecutive school hours

42 or more hours in one school month

72 or more hours in a school year



EXCESSIVE ABSENCES

Excessive absences will be discussed with students as administrators and the attendance office become aware of student(s) developing irregular attendance patterns. **House Bill 410 states: Irregular attendance is considered 30 or more consecutive school hours missed in a year, 42 or more hours in one school month, and 72 or more hours in a school year.** Parents/Guardians will be contacted when irregular patterns are forming and will be required to meet with the school administration to implement an intervention attendance plan for the student(s).

Any student absent more than 10 days per semester, per course must present a written doctor's note for all absences classified as illness or must obtain written doctor's certification of a chronic medical problem necessitating unusual absence.

- Students not complying with the above can lose credit for courses unless verification has been established with the Main Office, which denotes that a chronic medical problem does exist.

ADVANCED REQUEST FOR ABSENCE/ VACATION ABSENCES

- It is highly advised for students not to miss school for an extended period of time during the school year.
- If it is necessary for a student to miss school, the student must pick up an advanced request for absence form from the attendance office.
- **These slips must be submitted at least 1 week in advance to the principal.**
- If a student fails to submit the form in advanced notice, the student will receive a 1% reduction of each final grade per unexcused absence.

TARDY TO SCHOOL PROCEDURE

- Students tardy to school will report to the Attendance Office to sign in and give their reason for tardiness. **Students who fail to sign in may face disciplinary action.**
- A student is considered tardy to school if he/she is not in his/her designated room when the last tardy bell rings at 7:35 a.m.
- Students wishing to leave school during the school day must be excused by the Attendance Office, Main Office or Clinic.
- Excused students are required to have a written note and a parental phone call to the Attendance Office that day. The student must provide verification of his/her appointment upon his/her return to school. Any students who unexcused early dismissals (**acceptable excuses are: personal illness, illness in family, death of close relative, observance of religious holidays, and family emergency- administration's judgment**) will have a 1% reduction of each final grade for unexcused dismissal.

The following are **NOT** acceptable reasons for absences from school and tardy from school:

- Slept in
- Alarm didn't work
- Car trouble
- Missing the bus or your ride
- Traffic problems
- Running errands
- Car repairs
- No transportation

* This is not a comprehensive list



DRESS CODE GUIDELINES

Violations corrected **prior to the tardy bell** for their **first class** will not count as a dress code offense. A teacher will be designated to handle dress code violations at a specific location. Students found in violation of the policy prior to their first class will be sent to the teacher to correct the dress code violation. Students found in violation of the policy **after the tardy bell for their first class** will be sent to the main office and the administration will evaluate the violation and instruct the student on correction of the violation. Students will be returned to class as quickly as possible and care will be taken to minimize time away from classroom instruction as a result of dress code violations.

Enforcement

The school administration shall have the right to evaluate any clothing, hairstyle, or piercings to determine its acceptability within the guidelines of the dress code. Administrators shall also have the right to make an interpretation on the decency and appropriateness of any garment. The administration recognizes the inconvenience involved for parents to bring corrective clothing to school during the day; however this may be required if the student is unable to or chooses not to correct the infraction with alternate clothing.

- It is the responsibility of the **student** to be knowledgeable of and comply with the Windham Exempted Village Schools dress code.
- It is the responsibility of the **parent** to ensure that the dress code is observed.
- It is the duty of the **teachers** to ensure that the dress code is enforced fairly and consistently.
- It is the final decision of the **administration** to deem what meets or does not meet dress code.

Consequences

1st offense - Dress code is corrected and parent is notified.

2nd offense - Dress code is corrected, parent is notified, and the student will receive warning.

3rd offense - Dress code is corrected, parent is notified, and the violation will result in appropriate disciplinary action.

*If the dress code violation cannot be corrected, the student will remain in ISS and classwork will be provided.

Prohibited:

1. Beach and athletic wear
2. Pajama and flannel pants
3. Spandex/biker pants
4. Yoga pants and leggings **without shirts that cover the hips.** Shirts must fall below the student's hips- this includes all sides of the shirt.
5. Jeans with holes in them WITHOUT leggings underneath to cover the holes that are 2 inches above the knee. ***Leggings underneath can be patterned, any color, but cannot be sheer.***
6. See-through clothing or sleeveless T-shirts
7. Skirts, pants, shirts and blouses that expose an excessive amount of skin or private areas of the body.
8. Short skirts, dresses and shorts- **no shorter than 3 inches above the knees**, and are appropriate for school and would be acceptable in a business environment.
9. Bare midriff including crop tops or shirts that are too short. Skin cannot be exposed when students walk, sit, or bend down.
10. Thin strapped tank tops (including spaghetti strap tank tops, halter tops) - shoulders and bra straps are covered
11. Low cut shirts that expose cleavage- shirts must have a modest neckline
12. Clothing and accessories that demonstrate or suggest racial, ethnic, sexual or religious disrespect.
13. Writing across the buttocks area of clothing.
14. Objectionable logos, including references to drugs, alcohol, tobacco, cigarettes, sex, race, derogatory comments, and/or pictures, gang identifiers, cult identifiers, and profanity
15. Alterations on clothing to identifying with gang membership
16. Skin-tight garments. Skin tight is defined as any garment that shows one's anatomy or undergarments in a detailed manner.
17. Clothing and/or jewelry that would be hazardous to a student's health or safety and/or disrupt the educational process
18. Hats, hoods, bandanas, scarves, head apparel or sunglasses during school hours. **These items may be removed from the student by the administration.**
19. Coats in the classroom or halls, except when entering or exiting the building (Exceptions will be granted only by the administration).
20. Game day jerseys without sleeves or without under or over garments that have sleeves.
21. Extremely loose fitting clothing: Trousers/slacks/jeans worn below the hips that have the appearance of the "sag" look.
22. Bare feet and questionable footwear
23. Application of make-up, colognes, scented lotions/creams outside of the restroom

*In special programs and athletic teams, the coordinators of such programs and coaches of the teams shall have the authority to regulate student dress and grooming.

**Attire at public performances is expected to follow approved guidelines.

Note: Noncompliance or repeated violations will result in additional disciplinary action.

