

St. Augustine School
Diocese of Cleveland

ATTENDANCE POLICY

Absence from school is legal for the following reasons under the Ohio Administrative Code:

- personal illness;
- illness in the family;
- quarantine of the home;
- death of a relative;
- work at home due to the absence of parents or guardians;
- observance of religious holidays;
- family emergency; or
- set of circumstances which, in the judgment of the principal, constitutes a good and sufficient cause for absence from school.

Vacations do not constitute a good and sufficient cause for absence from school and will be marked as unexcused. Absences for any reason that are unreported and absences other than those cited above will be marked as unexcused. Please see [Reporting Absences](#) below.

TRUANCY GUIDELINES

The Ohio Truancy Law (ORC 3321.19) defines habitual and chronic truancy. A habitual truant is a student of compulsory school age who is absent without legitimate excuse for five or more consecutive school days; seven or more school days in one month; or twelve or more school days in a school year. A chronic truant is a student of compulsory school age who is absent without legitimate excuse for seven or more school days in one month; or fifteen or more school days in a school year. Excused or unexcused absences are determined by the administration of the school.

REPORTING ABSENCES

If a student is absent, it is the responsibility of the parents to call the school BEFORE 8:00 AM. Calls can be made at any hour; the school voicemail system will record the message. If the parent fails to contact the school, the absence is considered unexcused. In addition to the call, the student is required to bring a dated, written excuse on the day of return. Failure to submit a dated, written excuse on the day of return will cause the absence to be unexcused, per Ohio EdChoice law, EdChoice scholarship students forfeit their scholarships if they have in excess of twenty unexcused absences.

Doctor and dentist appointments should not be routinely made during the school day. If such appointments are necessary, a written letter of notification is appreciated. In all cases, before a student leaves the building during regular school hours, the parent must sign the student out in the school office.

In the event of unavoidable appointments that allow the student to arrive at school prior to 8:30 AM, an excuse or note from the doctor or dentist is required. Failure to provide an excuse, note, or other documentation from the doctor or dentist will result in a tardy or absence for that day's attendance.

If a student is absent for three or more consecutive days, a written doctor's excuse is required for all students. If the reason for the absence of three or more consecutive days is not for illness, please contact the principal to discuss the situation.

Students are considered tardy if they are not present in their classrooms at 7:50 AM. (This does not include bus riders who arrive after 7:50 AM for reasons beyond their control, including a two-hour delay of the public school bus due to weather). If a student is tardy, the student must be brought into the school office by the parent. A pass will be given to admit the child to class. Excessive tardiness is very disruptive for the tardy child. Habitual tardiness may require a conference between principal, pastor, and parents to discuss solutions.

Students who arrive after 8:30 AM will be marked absent for a half day. Students leaving before 2:00 PM will also be considered absent for a half day.

Excused Absence Policy

To maintain EdChoice Scholarship eligibility for future school years, a scholarship recipient student may not have more than twenty unexcused absences during a single school year. Any absence from school is unexcused unless it is for one of the following approved reasons. All excused absences must be documented as stipulated below. Documentation for excused absences must be maintained in the student file at the chartered nonpublic school.

As adopted by the State Board of Education from Rule 3301-89-02(B)(2) of the Administrative Code, an excused absence from school may be approved on the basis of one or more of the following conditions:

- **Illness or injury of the child.** The parent/guardian must provide documentation to the chartered nonpublic school. Any absence for illness or injury of the child which exceeds three days absent from school must be certified in writing by a physician or appropriate health professional.
- **Illness in the family necessitating the presence of the child.** The parent/guardian must provide documentation to the chartered nonpublic school stating the nature of the illness and the circumstances which require the presence of the child. Any such absence which exceeds three days absent from school must be certified in writing by a physician or appropriate health professional.
- **Quarantine of the home.** The absence of a child from school under this condition is limited to the length of quarantine as determined and certified in writing by the proper health professionals.
- **Death of a relative.** The absence arising from this condition is limited to a period of three days and must be documented in writing by the parent/guardian of the student. Any absence for this reason in excess of three days must be approved by the Chief Program Officer of the Ohio Educational Choice Scholarship Program.
- **Medical or dental appointment.** The parent/guardian must provide documentation to the chartered nonpublic school. The chartered nonpublic school may require a written statement from the physician or dentist upon request.
- **Observance of religious holidays.** A child shall be excused for absences for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs. The parent/guardian must provide documentation to the chartered nonpublic school detailing dates of all absences for religious holidays.
- **College visitation.** The parent/guardian must provide documentation from the college, university, or technical college verifying the date and time of the visitation.
- **Emergency or other set of circumstances.** The parent or guardian must provide documentation to the chartered nonpublic school detailing the emergency circumstances. Any absence for this reason in excess of three days must be approved by the Chief Program Officer of the Ohio Educational Choice Scholarship Program.

In addition, as passed by the Ohio General Assembly (Ohio Revised Code 3321.041), the following is also an excused absence:

- **Out-of-state enrichment activities or extracurricular activities.** A student who is absent from school for the sole purpose of traveling out of state to participate in an enrichment activity approved by the district or school governing body or in an extracurricular activity can have up to four days per school year excused. The parent/guardian must provide documentation to the chartered nonpublic school detailing the dates and reasons for these absences.