



A+ Children's Academy Community School  
*Helping Children Reach The Stars*

We believe that regular, punctual attendance to school is essential if our students are to receive maximum benefit from the educational program which we offer. Success in school is directly related to attendance habits, and developing a regular pattern of good attendance will be crucial for future success as well. Our Board of Education policies on student attendance and absences from school follow all statutes and regulations of both the Ohio Revised Code and the federal Missing Child Act. Together, our local policy and these pieces of legislation outline each aspect of your child's attendance to school. First and foremost, it is the responsibility of the **parent** to ensure their child has regular school attendance. Additionally, in the event a student is absent from school for any reason, it is the parent's responsibility to notify the school of this absence. Described below are all of the specific policies and procedures related to the A+ Children's Academy attendance program. Further questions should be addressed to our school office at (614) 491-8502.

## ABSENCES

When a child will be absent from or tardy to school, parents are required to notify the school by telephone the morning of the absence. An answering machine is available 24 hours a day for reporting a student absence or tardy. The attendance phone number is 491-8502. If school office personnel have not been notified of an absence, a telephone call will be placed either to the home or to the parent's place of employment. Absences from school are classified as either Excused or Unexcused. Students will be permitted to make up and receive credit for work missed following an **excused absence only**. The State of Ohio permits us to excuse a child's absence for the following reasons: **1. Personal Illness 2. Quarantine of the Home 3. Death of a Relative 4. Observance of a Religious Holiday 5. Illness in the Family 6. Emergency** All other absences will be counted as **unexcused**. Excessive absences or tardies may result in a phone call from school, written notification from school, or reported to the Franklin County Prosecutor's Office of School Truancy. In addition, further absences due to personal illness may result in the child being placed on **Needs Medical Excuse** status. Students placed on N.M.E. restrictions are required to produce a note from their physician in order to have the absence excused. Without this medical note, the absence will remain unexcused, and no make-up privileges will be given. In order to avoid more severe action, please provide the office with medical verification of any appointment. Under the existing attendance policy these days will not be included in accumulated absences on the district attendance report, but will appear on your child's report card.

## TARDIES

If a student arrives late to school, the child must be signed in at the office. Students who arrive after 10:15 a.m. will be counted absent 1/2 day. A late arrival will be listed as an **excused** tardy only for the following: 1. Doctor/Dentist Appointment 2. Court Related Matter 3. Emergency All

other tardies will be listed as **unexcused**. Excessive tardies may result in a phone call from school, written notification from school, or reported to the Franklin County Prosecutor's Office of School Truancy.

### **PREPLANNED ABSENCES**

School vacations are scheduled in the annual school calendar. We request that families do everything possible to plan their vacations during these times. If this is not possible, arrangements must be made in advance through the office and a *Preplanned Absence Form* must be completed. Following the child's return to school, missed work will be provided and a make-up schedule will be arranged by their teachers.

### **LEAVING DURING SCHOOL HOURS**

Leaving the school during class time requires written parental permission stating the purpose for dismissal. Such a request should be given to the homeroom teacher who will send it to the office. Teachers are not authorized to release students to parents who come to the classroom. All students taken from the building during the regular school day must be signed out at the school office. Whenever possible, dental and medical appointments should be made for non-school days or after the regular school day ends. Students who leave prior to 1:15 p.m. without returning will be counted absent 1/2 day.

### **MAKE-UP WORK**

If an absence has been excused, the student will be permitted to receive credit for make-up work. The amount of time permitted to complete make-up work will be determined cooperatively by the teacher and student, but will not exceed the number of absent days.

### **REQUEST FOR HOMEWORK**

Parents may request homework assignments for their child when they call in their absence to the office or answering machine. In order for the office to have the necessary lead time to acquire these assignments, the request must be made prior to 9:45 AM. Homework will be ready for pick-up in the office from 2:45 to 4:00 PM.

### **WITHDRAWAL**

A+CA will comply with O.R.C 3314.03 (A)(1)(b) (b) which requires that a student must be withdrawn from the school if the student fails to participate, without a legitimate excuse, in one hundred five consecutive hours of the learning opportunities offered to the student. In addition, A+CA will fulfill the duties outlined in O.R.C 3321.13 upon withdrawal or habitual absence of child from the school. Students expelled from the school are not permitted to participate in extracurricular activities, be on any school property or in any school vehicle. Expulsion may extend into the following school year. Additionally, any student expelled will not have access to the School of Choice, Community Choice or Open Enrollment Lottery Process for transfer between schools on their return or for the following school year.