**Ledgeview Elementary**

**Attendance Information**

**2019-20**

Early Arrival

Students are not to arrive before 8:40am. Supervision prior to 8:40am is only available through the paid program run by the YMCA.

Tardy Information

Students will be marked tardy if they are not in their classroom by 9:00am. The main doors and car pool doors are closed at 8:55am. Students who arrive at school after 8:55am **must be walked into the building** and signed in at the main office by an adult.

Reporting Absences

Parents are required to call the school attendance line at 330-908-6160 and leave a message on the answering machine prior to 9:00am. Please call this number **each day** your child is absent.

Makeup Work Due to Illness

If a student is absent for two consecutive days, please contact the teacher for makeup work. You may also request makeup work when you call in your child's absence. Please request assignments in the morning for pick up at the end of the day. It is the responsibility of the student to complete and return work after being absent. Students will have the same number of days to turn in missed work as days absent.

Absence Due to Family Vacation

Absences from school due to vacation are subject to the provisions of HB410 (see below). **Parents should submit written notification to the Main Office (not the classroom teacher) at least five (5) school days prior to leaving.**

Makeup Work Due to Family Vacation

Work missed due to absence for vacations will be accumulated over the period by the teacher and given to the child upon return to school. Students will have the same number of days to turn in missed work as days absent.

House Bill 410 Requirements

The laws of the State of Ohio under House Bill 410 require attendance at school as regular school attendance has been indentified as an important factor in student achievement. To support academic success for all students, the Nordonia Hills City School District partners with students and their families to identify and reduce barriers to regular school attendance as required by law. These include:

* Notification of student absence to the parent or guardian at 5, 10, and 15 absences;
* Development and implementation of an absence intervention plan, which may include supportive services for students and families;
* Counseling;
* Parent education and parenting programs;
* Mediation;
* Intervention programs available through juvenile authorities; and
* Referral for truancy, if applicable.

**It is important to note that all time out of school – including time missed for coming in late and early dismissals – is included in student attendance.** Parents/guardians can assist by scheduling appointments before or after school, during weekend hours, or on teacher in-service days so that students can avoid reaching the new absence limits. It is important for parent/guardians to report absences to the school office, and more specifically, to the attendance phone line, each day. Submitting doctor’s notes and other documentation is also imperative.

Under state law, we are required to send you notification when your child misses, with or without a legitimate excuse:

* 30 or more hours of school (or approximately 5 days)
* 60 or more hours of school (or approximately 10 days)
* 90 or more hours of school (or approximately 15 days)

We will provide your child with attendance intervention strategies when he/she misses:

* 42 hours (or approximately 7 days) without a legitimate excuse

An Absence Intervention Team will meet with you and your child when he/she misses, with or without a legitimate excuse:

* 60 or more hours of school (or approximately 10 days)