

Attendance Policy and Procedures

In accordance with House Bill 410 and the Beavercreek City School District parent/guardians may call in or write notes for up to 10 absences per year. The absence will be excused as long as the reason for the absence falls into the categories as established by the District Board Office (*see below*). Exceptions may be reviewed by the Principal of Beavercreek High School. Students that are not reported absent will be considered missing and unexcused.

We accept parent/guardian notification by Phone, Email and Fax. Please notify us of any absence, late arrival or early dismissal. Caller ID and personal information will be verified to confirm the identity of each caller.

PHONE: 937 429 7547 option #1 **EMAIL:** bhsattendance@gocreek.org **FAX:** 937 429 7546

Students must sign in and out of the attendance office when arriving late or when they leave school early. Late arrivals and early dismissals will not be excused without parent/guardian notification. Students leaving school without parent/guardian notification and students arriving late to school without parent/guardian notification will be unexcused and may face disciplinary consequences.

When calling in or providing a note for your child's absence, late arrival or early dismissal please provide one of the following reasons to excuse them from school:

Excused Reasons for Absence

- Personal or Family Illness
- Car Accident
- Funeral/Death in the Family
- Religious Holiday
- Medical, Dental or Legal Appointment
- *Vacation / College visit absences approved 5 days prior to date of departure*
 - *Vacation – (max 5 days per year)*
 - *College Visits - (max 3 days per year)*

Unexcused Reasons for Absence

- Oversleeping
- Missing the bus (*exception BCSD transportation issue*)
- Car Trouble
- Personal appointments
- Family Issues without further explanation for absence

Students exceeding the attendance guidelines established by the Ohio Department of Education will be sent notification letters explaining the Excessive Absence and Habitual Truancy intervention process. (See Page 8)

Excused or Unexcused Absences:

38 hours of absence in 1 month
65 hours of absence in 1 school year
30 consecutive hours of absence

Unexcused Absences are considered:

42 hours of unexcused absences in 1 month
72 hours of unexcused absences in 1 school year

If your child has a medical, dental or legal appointment and they provide proof of the appointment from the office, the absence will not count as part of the 10 parent notes allowed for the year. Chronic medical conditions and concussions requiring extended absences will be excused when documents are provided by the attending physician's office indicating the accommodations needed.