



ATTENDANCE POLICY/AGREEMENT STATEMENT
(To be signed by both the student and the parent/guardian)

Dear Rittman Academy Student and Parent/Guardian,

Daily attendance at the Rittman Academy is essential for student success and academic achievement. All students and parents/guardians need to know that each day the Rittman Academy is in session our students are on a **six-hour school day**. The hours our classrooms are open are 8:00 a.m.-2:00 p.m.

These six hours of learning opportunities **MUST** be verified by the hours a student is physically in the classroom, verified hours of curriculum work on-line at a location away from the school, or a pre-approved enrichment activity that will also require verification.

All students are required to be in the classrooms at least 4 hours per school day. Any gap in academic hours between the 4 hour on site minimum and the 6 hour day must be completed during that week of school and prior midnight of the Sunday of that week.

- For example, If a student stays in the classroom for 5 hours, they will then need to complete the 6th hour on-line away from the Rittman Academy or a pre-approved enrichment activity. (The Connexus software allows the school to verify time spent on the software when working off-site.)

If a student does not complete the 6 hour school day as described, any hours short are then coded as unexcused time.

In December of 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy. This legislation emphasizes parent/guardian engagement and accountability as part of the student's Absence Intervention Plan.

House Bill 410 categorizes absences and truancy to be based on instructional hours missed that are unexcused. The designation of "**Habitual Truant**" is defined as any child of compulsory school age who has been absent without an "Excused Absence" for:

- Missing 30 consecutive hours of school unexcused.
- Missing 42 or more hours of school unexcused in a calendar month.
- Missing 72 or more hours of school in a school year unexcused.

If any of these “triggers” are reached, within 7 days the Absence Intervention Team will set up a time with the student and parent/guardian to develop an “Absence Intervention Plan”. The purpose of this plan will be to reduce or eliminate future absences. The Absence Intervention Team will be comprised of the Rittman Academy Director, Head Teacher, and the EMIS Coordinator.

How To Call Off A Student And How Absences Are Classified

If a student is NOT going to be in attendance on a regularly scheduled school day, a parent/guardian is asked to call in the absence at 330-927-7162 no later than 10:00 a.m. This call is to let the school know that the child will not be in attendance that day and the reason for the absence.

If a student does not show up for school, AND a call off has not been received, a member of the Rittman Academy staff will make an attempt to contact the parent/guardian to inform them of non-attendance and find out the reason for the absence.

Absences are classified as either “Excused” or “Unexcused”. Reasons for “Excused Absences” are:

- Personal illness
- Medical appointment
- Illness of immediate family
- Death of a relative
- Quarantine for contagious disease
- Observance of religious holiday
- Acts of God such as floods, tornadoes, etc.
- Emergency deemed as sufficient cause by the administration (If possible, this should be approved in advance.)

A student may be called off for one of these “Excused Absences” by a parent/guardian 10 times in an academic school year. After 10 parent/guardian call offs, it will no longer be an excused absence, without a doctor’s note or some other form of verification.

Unexcused absences include, but are not limited to:

- Over sleeping
- Shopping
- Babysitting
- Hunting/Fishing
- Haircut/beauty appointment
- Birthday
- Personal appointments (Non-medical)
- Attaining drivers permit/license

These attendance policies come into effect the first day of enrollment for a new student or the first day of physical attendance for returning students.

I have read the following attendance policies related to the Rittman Academy and understand the need for regular attendance at school and consequences for excessive unexcused absences from school.

Student Name Printed & Signed

Parent/Guardian Name Printed & Signed