



# Attendance Policy

(Pg. 35 of Student Handbook)

## 6.1 Attendance

Regular attendance is required by the State of Ohio and is essential to successful class work. The state of Ohio requires that all students must be in attendance for a minimum of ninety percent (90%) of the instructional days in order to be promoted or to receive academic credit. This would even include things such as doctor's appointments and family vacations. College visits (*only applicable to juniors and seniors*) do not apply towards this count. However, they **MUST** have administrative pre approval before scheduled. See *academy office for the approval form*.

The primary goal of attendance is simply and emphatically student learning. When students miss school, for excused or unexcused reasons, they are missing valuable learning time. MCA will track attendance by the percentage of days missed in relation to the total school days in a year. This means that MCA will no longer track excused or unexcused absences, but only total absences. Because of this, we will track attendance as a percentage of school days from the beginning of the school year to any given date. The threshold of absences is designed to keep students from becoming "CHRONICALLY ABSENT." Chronic absenteeism is defined as missing more than 10% of school days within any timeframe and is often overlooked because it can be caused by sporadic absences rather than missing many consecutive days.

Elementary students will be given credit for full-day attendance if they are at school for more than half the day and half day attendance if less than half. **PLEASE NOTE:** this may not coincide with their lunchtime. For junior high/high school students, being absent from 3-4 class periods is considered a half-day absence and being absent from five (5) or more class periods is considered a full-day absence.

If your student will be absent, we ask that you call the office before 9:00 AM **each day of absence**. By 9:00 AM, we will begin calling for a positive confirmation on all absences.

It is expected that parents make every effort possible to schedule necessary medical appointments at a time that does not interfere with school hours. Parents and students should also understand that while the doctor's note does provide an acceptable excuse for the time missed; however, instruction time missed will **ALWAYS** hurt the student's learning progress.

### **Break it Down**

**Missing just two (2) days a month can lead to chronic absenteeism.  
10% of the school year = -18 days of absence = almost 1 month of missed learning.**

## 6.2 Tardiness

Arriving 1-5 minutes late to school/class earns a demerit. Greater than 5 minutes late to school/class is considered a tardy and results in 5 demerits and a recorded school tardy. **Every four school tardies will count as one absence.** This means that tardies can have a significant impact on attendance. Most issues with absences are caused in large part by tardiness adding up.