

Absence and Tardy Policy

Absences: Students are expected to be in attendance each school day from 8:10 a.m. until 3:10 p.m. If a student must be absent, a parent or guardian must call and inform the school by 9:00 a.m. If the school was not notified by 9:00 a.m., an attempt will be made to contact the parent or guardian. Failure to notify the school of an absence before 9:00 a.m. on the day of the absence may result in an unexcused absence.

Absence Admit Slip:

After returning from an absence, the student must provide the Main Office with a note stating:

- The reason for the absence
- The date of the absence with a parent or guardian signature
- Parent or guardian's contact information

Failure to present the note upon the day of arrival may result in disciplinary action. **Admit slips need to be taken care of before school.**

Excused Absences:

1. Student illness (**A note from a medical professional must be provided upon return if absent for more than two (2) consecutive days**)
2. Illness in the family which requires the presence of the student
3. Quarantine of the home **with proof from health officials of the quarantine**
4. Death of a relative **with absence limited to three (3) days unless parent/guardian shows reasonable cause**
5. Emergency or set of circumstances **that must be approved by the principal**

Excused Absences Requiring Prior Approval:

It is highly recommended for parents to schedule necessary appointments outside school hours. Such appointments include medical, dental, legal, and other similar appointments. Students are required to be in attendance from 8:10 a.m. until 3:10 p.m. each day. Students must follow all sign-out procedures in the Main Office to leave school. If student is absent for part of the day:

1. The student must have a written statement stating partial absence from parent/guardian
 2. The student must bring a signed statement from the professional (doctor, lawyer, dentist, counselor, etc.)
 3. The student must report back to school immediately after the appointment if school is still in session.
- College visitation
 - Other events deemed by the Principal to be of educational or developmental value

Students are allowed to make up tests, homework, etc. according to the homework policy **if the absence is excused.**

Absences for reasons not listed as excused will be considered unexcused. The student forfeits his or her rights to make up tests, homework, etc. at the discretion of the teacher.

Excessive Absences on Test Days

If the student is absent on a test or major quiz day, then:

1. The student will be allowed to make up the test and quiz with a parent's note stating the reason for the absence.
2. The student must bring a signed statement from a professional (doctor, lawyer, dentist, counselor, etc.) if **misses more than one (1) test or quiz day from the same class.**

Early Excuse (Students Leaving Early)

No staff member will allow students to leave school before the normal hour of dismissal except with the knowledge and approval of the administration and with the knowledge and approval of the student's parents.

Excessive Absence:

1. Any absences **after five (5) days missed** will require the student bringing a signed statement from a professional (doctor, lawyer, dentist, counselor, etc.).
2. A letter will be sent home to parents if a student **misses eight (8) days of school.** The letter will inform parents that future absences will require a note from a doctor to be excused, and that a meeting with administration will be required if the student **misses twelve (12) days of school.**
3. Any absences **after 12 days missed** will result in lost credit on the dates of the additional absences, whether excused or unexcused. The student may be placed on attendance probation, which will specify the terms for continued enrollment.
4. Instances of lengthy illness or hospitalization will be handled on an individual basis

Student Vacation During the School Year or Personal Leave of Absence (PLA)

Excessive absences can be detrimental to the student's learning and success. It is expected that absences from class should occur only in unavoidable circumstances. The State of Ohio's school attendance laws do not provide absence from school for student and/or parent personal convenience. Any absence due to personal convenience will be considered unexcused. Personal leave includes special trips or family activities. Families taking this leave of unexcused absence must do so in compliance with the following guidelines:

1. The PLA will be considered unexcused.
2. The PLA forms will be issued only to parents/guardians by administration.
3. The PLA forms must be completed and on file before the date(s) of the absence.
4. The PLA forms will not be issued for absences during district wide testing, including exams.
5. The PLA forms will not be issued for the first two weeks of the school year.
6. The PLA are applicable only to trips on which students accompany their parents or designated chaperones.
7. Students/parents are responsible to inform each teacher of the dates of the PLA.

8. Students will be permitted to make-up graded assignments, classroom tests and examinations that are recorded or calculated as part of the student's grade.
9. Students/parents are responsible to make arrangements to make-up tests by the second day the student returns.
10. Failure to abide by the above procedures and other administrative guidelines will result in denial of make-up privileges.
11. The Toledo Islamic Academy assumes no responsibility for a drop in grades.
12. Teachers are not required to prepare assignments in advance for students who are anticipating days of absences.
13. Teachers are not required to examine or correct assignments missed during a PLA that are not recorded or calculated as part of the student's grade.
14. Teachers are not required to grade, examine, correct, or replicate any missed activity, written work, or class experience the completion of which is predicated upon a student's attendance or in-class participation (e.g. lab).

You do not need to fill out an admit slip when you return from a PLA.

Absence – Request for Assignments:

It will be the responsibility of the student to request information and assignments missed during his/her absence. If an absence lasts three consecutive days or more, a parent may wish to call the Main Office secretary and arrange to pick-up assignments. Twenty-four hours notice will be needed to fulfill this request.

Make-up Work:

Students must make arrangements with the teacher upon his/her return for make-up tests and assignments **only for excused absences**. The student forfeits his/her rights to make-up any tests or assignments if s/he does not make arrangements with the teacher on the day of his/her return. Reasonable help in make-up will be offered by teachers to students that are excused.

Teachers are not obligated to assist a student with the completion of tests and assignments if the absence is unexcused, a suspension, or truancy.

Truancy:

Truancy is an unexcused absence. A student is truant if he/she leaves school without signing out, leaves school without permission of parents, comes to school but does not attend classes, or obtains permission to go to a certain place, but does not report there. Students are considered truant if caught in the parking lot without permission.

No credit will be recorded for work missed and parent contact will be attempted.

Truancy is considered a serious matter and will not be tolerated at the Toledo Islamic Academy.

Disciplinary Actions for Truancy:

- A. School truancy** is defined as being absent from school grounds all day or any part of the school day. This may include students returned by parents, police or school personnel.
- a. First Offense:** Parents notified. Detention issued. Teachers must record a zero for the unexcused absence.
 - b. Subsequent Offenses:** Parents notified. Suspension. Teachers must record zero for unexcused absences.
- B. Class Truancy** is defined as missing all or part of any period assigned to the students without a legitimate excused reason from a staff member. This includes lunch, study hall, or Advisory. Offense: Teacher must record a zero for an unexcused absence. One (1) referral per class period missed.

Tardiness to School:

Defined as arriving to school after 8:10 a.m. Students must report to the Main Office to receive a tardy slip.

- Parents will be notified after three (3) offenses.
- Lunch detention will be given for every 3rd offense.

Excused tardies:

- Medical (verified by doctor's office)
- Court (verified by court official)
- Accident (police report)
- Parent notes for illness within reason after which time medical verification will be required – after 5 notes

Unexcused tardies:

- Overslept
- Car trouble/traffic problems/speeding (if occurs more than 3 times)
- Ride arrived late or never showed up
- Missed bus
- Accident without police report
- Administration discretion for other reasons

These tardies are cumulative for the whole year and do not start over after the semester.

Tardiness to Class:

Students tardy to class are to be admitted by the classroom teacher. Students arriving tardy to class without an admittance pass signed by a staff member are considered unexcused and will receive a detention every 3 tardy violations. It is the responsibility of the student to secure an admittance pass from their previous classroom teacher. The attendance office will not issue passes to class.

Participating in Extracurricular Activities:

Students will not be permitted to participate in extracurricular activities if they miss half or all of that day of school. A half day is considered arriving after 10:46 a.m.