

# **FAQ**

## **Frequently Asked Questions from parents regarding Attendance BHS 2018-19**

From what we have experienced here at Bay High, being tardy or absent repeatedly, can negatively affect a student's self esteem, performance in class and involvement in sports and activities. We care about your children and want to assist you with solutions as soon as we can. If you are regularly having difficulty getting your student to school or have any questions regarding attendance, please do not hesitate to contact us for assistance. Email [hsattendance@bayschoolsohio.org](mailto:hsattendance@bayschoolsohio.org) or call 440-617-7410.

1. **What time does school start?** School starts promptly at 7:50 am. Students are expected to be in their classrooms by the 7:45 warning bell. If they are not in their classrooms by the 7:50 bell, they are considered late.
2. **What happens if they are late?** Teachers may issue their own consequence according to their own classroom rules. The Attendance Office will issue a 15 minute detention if they are 1 - 15 minutes late and a 30 minute detention if they are 16 minutes or more late which is to be served that day during their lunch period. We want to stress how important it is for students to be on time for school as this creates positive habits.
3. **How do I report my child absent or late?** Call the Attendance Line at 440-617-7410 by 7:30 am. Leave the student's first and last name, spell the last name, the reason for their absence/tardy and the name of the parent/guardian who is calling. Only the legal parent or guardian may call off a student absent or tardy. An older sibling, grandparent or friend cannot call off the student unless they are the legal guardian. If you leave town and leave the care of your child with someone else, send an email to the Attendance Office at [hsattendance@bayschoolsohio.org](mailto:hsattendance@bayschoolsohio.org)
4. **How do I request my child to leave for an appointment?** Call the Attendance Line (440-617-7410) to request a pass for the time your student will be excused from their classroom. Leave a message that includes the student's name, spelling of their last name, a reason for the absence and the time you would like them to be excused from class. Remember to ask for note for school while you are at the appointment. *NOTE: If you want them in your car by*

*9:40am, then request the pass for 9:35 to allow sufficient time for them to walk from their classroom, to stop at their locker, use the restroom, etc., and walk to the front door.*

5. **What is an excused absence?** According to the Bay Village City School District Bylaws and Policies, 5200 - Attendance, The Board considers the following factors to be reasonable excuses for time missed at school:
  - a. Personal illness (a written physician's statement verifying the illness may be required)
  - b. Illness in the family necessitating the presence of the child
  - c. Quarantine of the home
  - d. Death in the family
  - e. Necessary work at home due to absence or incapacity of parent(s)/guardians(s)
  - f. Observation or celebration of a bona fide religious holiday
  - g. Out -of -state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction to participate in a District-approved enrichment or extracurricular activity. Any classroom assignment missed due to the absence shall be completed by the student. If the student will be absent for 24 or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.
  - h. Such good cause as may be acceptable to the Superintendent
  - i. Medically necessary leave for a pregnant student in accordance with Policy 5751
  - j. Service as a precinct officer at a primary, Planned or general election in accordance with the program set forth in Policy 5725
  
6. **What is an unexcused absence?** Driver's license in-car appointments or test, dr. appt without a dr. note, hair or nail appointments, shopping, family event out of town, job interviews, to care for a pet, family preference, personal day and anything else not listed under #5 or not personally excused by an administrator and communicated directly to the Attendance Office is unexcused. The consequence for an unexcused absence even if the parent knows about it but did not request the proper paperwork is the teacher may not give the student credit for missed work and they may not be eligible to participate in athletics/music/theater event that day.

7. **What appointments are excused?** With proper documentation: Doctor, physical therapy, psychiatric and psychological therapy, chiropractic, dentist, orthodontist, college credit plus sign up and meetings, court appearances. You need to provide a dr. note (receipt or documentation with the students' name, provider name and the date is acceptable) With prior approval and documentation(form completed and submitted before the scheduled absence); school shadowing, career shadowing, vacation, campus visit, school business, personal family matter, or time personally excused by an administrator and communicated directly to the Attendance Office. Call the attendance line to request the Planned Absence form as soon as you know your student will miss time for the reasons above.
  
8. **Do I need to provide a note from the Dr.?** Yes, when you return or the next school day. Always ask your provider for a note for school if they do not offer one. If you forget, call and ask the provider to fax the dr. note to 440-617-7411 (attendance fax) right away. If your student is participating in a sport/theater/music program, they must have documentation in order to be excused so they can participate that day.
  
9. **What happens if my student leaves for an unexcused appointment?**  
The teacher will not be obligated to allow the student to make up work. If the student participates in a sport/theater/music program, they may not be able to participate. The time will count towards an unexcused absence. If a student leaves without parent permission, it is unexcused truant, and they will be referred to the Assistance Principal for further disciplinary action.
  
10. **What happens if my student becomes ill while at school and wants to go home?** They should tell their teacher they are not feeling well and go directly to the clinic between 10am - 2pm. There is a restroom and cots available to them for 20 minutes. After 20 minutes, if a parent/guardian cannot be reached, they need to go back to class at the Nurse's discretion. The nurse cannot administer any medication unless it is provided by a parent in the original container and all paperwork is completed and on file in the clinic. The clinic is not to be used for napping because they stayed up too late "studying" or "playing video games".

**11. Where do I pick up my child for an appointment?** Pick up and drop off is at the Main Entrance in front of the school under the canopy. Students sign in and sign out and turn in documentation inside this door at the front desk. If your student is not within sight within 5 minutes of the pass requested, call the attendance line to follow up.

**12. What is a Campus Visit?** A campus visit is when a student visits a potential college campus for a day or part of a day in order to determine if they want to go there, orientation or interview. Freshmen, Sophomores, Juniors, and Seniors are allowed 3 campus visit days a year. With the proper paperwork completed and turned in, students are considered as “present” and NOT counted as time absent. As soon as you know your student will be missing school for a campus visit day, call the Attendance Office to request the Planned Absence form. Each teacher needs to sign it, then the parent signs it, then the student turns it into the attendance office, then the principal signs it. It is the students’ responsibility to initiate communication with their teachers regarding what work needs to be done and when it needs to be completed.

**13. How do I request Planned Absence Form for Vacation or personal family matters?** A parent/guardian needs to call the attendance line 440-617-7410 and request the Planned Absence form and let us know the dates at least 5 days before the planned day(s) to be excused. This gives the student enough time to take the form to each of their teachers to sign off that they are aware the student will be missing class and to communicate any information regarding grades or when assignments are due. Each teacher needs to sign it, then the parent signs it, then the student turns it into the main office then the principal signs it. It is the students’ responsibility to initiate communication with their teachers regarding what work needs to be done and when it needs to be completed.