

ATTENDANCE

Students are expected to be in school on time and in class on time.

Reporting Absence Procedures When reporting your student absent for the day please contact the school via phone or email. The information is as follows:

- Attendance Office: (216) 421-2080 x 321
- Email: attendance@cbhs.edu before 9:00am
- Failure to do so will result in student being marked UA (unexcused absence)

Full Day Absence Include the student's name, grade, and reason for absence.

- For an absence to be excused, parents must either write a note/email, or call the Attendance Coordinator explaining the absence.
- With **3** consecutive absences, a doctor's note is required in order for the student to return.

Half Day Absence The following are seen as unexcused absences and subject the student to disciplinary consequences:

- Students must attend by 11:30am at the latest, in order to participate in ANY extracurricular activities
- School-approved field trips are not considered as time out of school.
- 12 missed classes from any class due to **unexcused** absence per semester will result in loss of credit for that semester's class(es).
- Multiple day absences involving medical situations, family emergencies, vacation, etc. must be communicated to the Attendance Coordinator by parent/guardian.

Excessive absence will result in:

- Loss of Cleveland or EdChoice Scholarship renewal
- Expedite the progression of discipline received reflecting poorly on the student's permanent record
- Affect the student's ability to participate in extracurricular activities (ie. field trips, intramurals, social events, athletic events)
- The ability for a student to remain or return as member of the community

Unexcused Absences The following are seen as unexcused absences and subject the student to disciplinary consequences:

- No call from parent or guardian on the day(s) of absence(s)
- No written explanation from a medical provider after multiple days of absence
- Students marked as UA will be unable to earn credit for any missed assignments and/or assessments issued on the day of UA
- **Disciplinary Consequences for multiple UAs in one quarter:**
 - 4 Unexcused absences will result in Dean of Men contacting parents
 - 5 Unexcused absences in a quarter will result in that student being required to serve a Saturday Detention.
- Any student found to be UA for an excessive amount of days in a semester will result in the following disciplinary actions:
 - **Loss of Privileges:** losing the right to participate in extracurricular activities, sports teams, school events, or use of certain school facilities.
 - **Saturday School & ISS:** Student will be required to serve a Saturday detention, failure to do so will result in an In-School Suspension
 - **Behavioral Contract:** Students may be placed on a behavioral contract that outlines specific expectations and consequences for further unexcused absences.
 - **12 unexcused absences per semester will result in loss of credit for that semester's class(es).**

Excessive Absences Students are considered excessively absent when they have ten excused or unexcused absences from any class/classes in a semester. (Special consideration may be given to students who have documented medical reasons for prolonged absences or if there are other acceptable extenuating circumstances).

Examples of Excused Absences, but not limited to:

- Sickness
- Death in Family
- Scheduled Appointments with Physicians, Health Clinics, and/or Agencies
- Religious Observance/Impassable Roads/Quarantine
- Approved Work Program/Military Obligation
- Approved Externship/Internship/Volunteer Activity

Truancy Absence from school or class without the knowledge or consent of both the parents and the proper school authority for any period of time is considered truancy. Truants may be subject to disciplinary consequences including suspension and/or expulsion, as well as the involvement of public agencies to address the issues of truancy.

Chronic Truancy Benedictine High School abides by the Ohio Truancy Law O.R.C. §3321.38.

Late Arrival/Early Departure Procedures

- Parent(s)/guardian(s) must correspond with the office in advance prior to the start of classes to excuse a tardy and/or early departure
- For an early departure, students must have a written request or call from their parent/guardian which has been approved by the administration
- Students arriving before 11:30am will be considered absent ½ day
- Students leaving after 11:30am will be considered absent ½ day

Please note: Student safety is a priority. A parent that has not provided written notification and desires to remove their student from school will need to report to the Attendance Coordinator to verify the student's early departure.

Tardiness Procedure Punctuality is a sign of professionalism, respect, and courtesy that is applicable in all disciplines and professions. Punctual attendance is a collective responsibility. Our teachers and administrators will hold the parents and students accountable for arriving on time to school.

School Tardiness Policy

- All students are required to be in their homeroom by 8:00am. Students who do not enter the classroom before 8am must proceed directly to the Attendance Coordinator to receive an admission pass to class. Students entering homeroom after 8am without a pass must report to the Attendance Coordinator to receive a pass to enter homeroom/class.
- All tardiness is recorded in the student's record
- Students reporting to school 8:30 am or later need a parent/guardian note
- Every 4th tardy in the semester constitutes an email to parent/guardian
- Every 5th tardy in the semester constitutes a detention
- Every 10th tardy in the semester will result in a Saturday detention

Please note: Excessive tardiness will result in:

- Loss of Cleveland or EdChoice Scholarship renewal
- Expedite the progression of discipline received; this will reflect poorly on the student's permanent record.
- The ability for a student to remain or return as member of the community
- Effect the student's ability to participate in extracurricular activities (ie. field trips, intramurals, social events, athletic events)

College Visits

College visits will be permitted based on a satisfactory attendance record and classroom performance. In order for a student to attend a college visit the following procedures apply:

- A request from a parent (email or phone call) must be delivered to the Attendance Coordinator a minimum of 1 day prior to the event.
- A letter of verification on college stationery signed by the contact at the college (or an email showing the scheduled college visit appointment) must be presented to the Main Office on the day that the student returns to school.
- No college days will be granted during the last week of each quarter or adjacent to school calendar vacations, nor after the last day of April.