

Dear Fort Hayes Career Center Students and Parents;

As we approach the end of the school year, it is our goal to make sure that every senior completer and 1-year senior program participant is eligible to participate in our May 22rd, 2019 Completer Ceremony. Please note, in addition to meeting the district requirements to be identified as a program completer, students must also meet the following criteria in order to be eligible to walk in the Fort Hayes Completer Ceremony.

Completer Ceremony Participant Requirements (please initial next to each):

- Students must meet the state and district requirements to be identified as a Career and Technical Education Program Completer or 1-year Senior Program Participant.
- Students must comply with the stated Completer Ceremony Dress-Code Requirements.
- **Students must have completed their application to Columbus State (if applicable)**
- **Students must have no more than 5 unexcused absences or unexcused tardies equaling five unexcused absences from during the 4<sup>th</sup> quarter (3/26-5/22). See CCS district policy on attendance on the back of this letter.**
- **Student must have successfully completed their required ODE WebXams (4).**
- **Student must submit the completer checklist to their instructor with initials in each of the previously mentioned categories.**

Please note, students who do not complete the above mentioned requirements will not have the opportunity to participate in the Completer Ceremony celebration. Please refer to the attached packet for additional information about the dress code, ticketing, expectations, and times for your program's specific Completer Ceremony.

*By signing below, I acknowledge that required criteria for participation in the Fort Hayes Career Center Completer Ceremony.*

\_\_\_\_\_  
Student Name/Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Guardian Name/Signature

\_\_\_\_\_  
Date

## 5200.01 - ATTENDANCE ABSENCE

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board, including but not limited to, Nature's Classroom, Life Town, Post-Secondary Enrollment Option, and internship opportunities.

In accordance with A.C. 3301-69-02, the Superintendent shall require from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

Chronic and habitual truancy as defined in Board Policy 5132 may result in court intervention. Additionally, a student who has unexcused absences in excess of ten percent (10%) of the required attendance days may fail a course or grade.

The following excuses shall be accepted for student absence:

- A. Personal illness or quarantine (a written physician's statement verifying the illness may be required). The absence of a student from school due to quarantine of the home shall be limited to the length of quarantine as determined by the proper health officials.
- B. Illness or death in the immediate household. The absence of a student from school due to the death in the immediate household shall be limited to a period of three (3) days unless reasonable causes may be shown to the principal for a longer absence.
- C. Emergencies or any other occurrences or situations which, in the judgment of the Superintendent or designee, may necessitate absence from school for good and sufficient cause.
- D. Religious holiday.
- E. Medical or dental appointment (a written statement from a physician or dentist verifying the appointment may be required).
- F. College visitation. The absence of a student from school due to college visitation may require verification of the date and time of the visitation by the college, university, or technical college.
- G. Any other reason specified pursuant to Ohio law.

Students in grade 12 may be excused from attendance for a maximum of three (3) days to prepare for graduation ceremonies.

It is the expectation of the District that telephone calls from a student's parent or guardian, or from an adult student, notifying the school of a student's absence will be made prior to 9:30 am. The District reserves the right to require additional documentation for purposes of verifying that the individual placing such a call is the student's lawful parent or guardian.

A written or verbal statement provided by the parent or guardian, or by an adult student, are acceptable methods for documenting a student absence. Any such statement excusing a student's absence should be submitted to the school attendance office within two (2) days of the student's return. No statement shall be accepted excusing a student's absence if it is not received within one (1) week of the student's return to school unless approved, in writing, by the principal. Forms authorizing absences beyond the one (1) week time frame shall be provided to the principal for purposes of documenting the reason for accepting or denying the excuse. The principal shall sign and date the form and retain the original on file.

A maximum of nine (9) student absences from school will be considered excused with parental notification. After nine (9) absences, additional information and/or documentation in addition to the parent notification may be required in order for the absence to be excused. Such documentation may include, but is not limited to, written statements from a physician, dentist, or licensed mental health provider; a social services agency if the student was receiving consultation or services; or a college or university admissions office if a student was absent for a college visit. Documentation shall be reviewed by the Principal. Based upon the evidence presented, the Principal shall either excuse the absence or cause the absence to be marked as unexcused. Forms shall be provided to the Principal. The Principal shall sign and date the form and retain the original on file.

No absences may be excused for a prior school year without the approval of the Superintendent.