

**Attendance Policy
Procedures
MJBA OH**

Student Lab Rosters: defined by the laboratory or space designated for students and specific teacher(s) for the benefit of monitoring or physical accountability of all students in a specific laboratory or space in the building at any given time.

Daily Sign- In Sheets: used to monitor all students entering the building; ALL students must sign in on the AM/PM student roster sign in sheet.

- a. The student sign in sheet is to provide a valid signature to account for daily attendance.
- b. This sign in sheet is used for inputting daily attendance in IC and will be used to generate a student absence list for the daily phone calls.
 - i. If a parent/guardian or student 18+ has contacted the school to report their absence for medical or appointment reasons, all documentation must be presented to the OM and filed upon the students return. However, the absence is excused upon contact from parent and must be indicated in IC as such.
 - ii. No call is necessary if communication is made or initiated by either the parent/guardian or student 18+.
- c. **Student Absence List** must be given back to the Office Manager each day-
 - i. **see attendance procedures**

ATTENDANCE PROCEDURES

1. Teachers take attendance on Student Lab Rosters once students enter the lab.
 - a. (sample provided)
2. Student Lab Roster and the Daily Sign-In sheets goes to the designee for attendance to cross check all information to ensure **Daily Accurate Attendance**
3. Daily phone calls for Absentees should be made at this time to ensure proper code in Infinite Campus.
 - a. (Example: suspension, illness, expelled, excuse, etc.)
4. Based on your call log you will Input daily attendance into Infinite Campus along with excuse absences, suspension etc...
5. Input daily attendance in the attendance spreadsheet
 - a. (sample provided)
6. File student sign in sheets, Student Lab Rosters and monthly spreadsheet by month in a conspicuous binder labeled **Student Sign In Sheets**.
 - a. Folder to be saved for the fiscal audit.

***AM rosters are to be collected and submitted to designee by 10:00 am**

***PM rosters are to be collected and submitted to designee by 2:00pm**



Magic Johnson Bridgescape Learning Centers, NBA and RTSA

Regarding: Procedures on School Truancy

Attendance to school is a critical aspect of student learning. Students who attend school on a regular basis complete academic work more accurately. The nature of Bridgescape Centers allows truancy to be looked at through a different lens than a traditional school. In a traditional school students that were late frequently chose not to attend school so that the consequence for being late was not applied. It is our goal at Arch Academy to work with the student on developing responsible attendance patterns.

Students are required to attend school 4.5 hours per day.

If a student is frequently late then a meeting with the guidance counselor is needed to look at the roadblocks preventing the student being on time. Child care and bus schedules are the frequent reasons for tardiness and so a plan will be developed with the individual student to determine a way to communicate with the school when they have been detained.

All students upon enrolling in NBA/RTSA will discuss attendance procedures with the office manager so that students begin communicating with the school at the onset of their enrollment.

If a student misses more than 10 consecutive days or more than 15 days in a school year, without legitimate cause, per Child Find and ORC 3321.14a, 3321.13(2), we will report the student's truancy to the appropriate authority.

Daily attendance is addressed in the Edison Learning Operations Manual.