

November 2, 2015

Dear Parents:

All parents of Leipsic Middle/High School students are receiving this letter to be better informed of the attendance and discipline policies of our school.

It is a well-known fact that those students who arrive to school on time and attend school regularly perform better than those students who do not. Good attendance is important not only for good grades but also future career plans whether that is college or the workforce.

There are consequences for those students who have difficulty arriving to school on time. These penalties are per each quarter. When a student receives a third tardy to school they will be issued a 30 minute high school office detention; a fourth tardy to school results in a Friday School; a fifth and sixth tardy to school results in an In-school suspension. Explanations of Friday School and In-school Suspension (ISR) can be found in the student agenda.

When a student must be absent from school, parents need to telephone the high school office with the reason the student is absent. Parents have three contacts they can use for each student. Contact constitutes a phone call, a note or an email from a parent or guardian. After the parent has used their three contacts, the absence will be unexcused unless the student presents a medical excuse from a medical professional.

Parents will receive a letter of concern when their student has three and four unexcused absences. When a student has five days of unexcused absences (not necessarily in a row), the parents will receive a letter or a home visit from the County Truancy Officer. If a student has five days in a row or seven days of unexcused absences in a month including tardies or twelve days of unexcused absence in a year, the school may file a complaint with the Juvenile Court.

I hope that this letter helps clarify any questions you may have about our attendance policy. If you still have questions, please feel free to contact me.

Sincerely,

Brian Bennett
LHS Principal

BB/jms