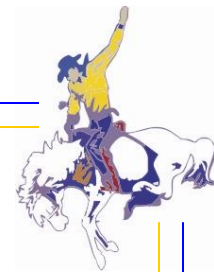


# St. Marys Middle School



2250 State Route 66N  
St. Marys, OH 45885-9355  
Phone: 419-394-2112  
FAX: 419-394-1932  
<http://www.smriders.net>

Principal  
Mary Miller

Guidance Counselor  
Danielle Hirschfeld

Assistant Principal  
Jon Burke

## Attendance Guidelines

Please make every effort to have your student in school, on time, every day. There is a strong correlation between good attendance and academic success. We do understand there are circumstances where a child must miss school.

### Excused and Unexcused Absences

According to Section 3321.01 of the Ohio Revised Code, students may be excused from school for one or more of the following reasons and will be provided an opportunity to make up missed school work and/or tests:

- Personal illness or appointments – requires a call or written note from parent/guardian. Students with a health condition that causes repeated absences must provide an explanation of the condition from a registered physician.
- Illness in the family requires the student's presence at home (requires approval by the building administrators).
- Quarantine of the home.
- Death in the family or funeral of a close friend.
- Necessary work at home due to absence or incapacity of a parent/guardian
- Observation or celebration of a bona fide religious holiday
- Such good cause as may be acceptable to the Superintendent
- Field Trips – school sponsored field trips will not count against a student's attendance record

Students are allowed six (6) days of absences per semester. Any absence(s) over six days without a physician's note or administrative approval may result in disciplinary action. One Saturday School will be assigned for each unexcused absence. Students will receive a Wednesday School upon the third tardy and a Saturday School upon the sixth tardy during a semester.

Absences for reasons other than those listed above are **unexcused**. Under state law, a student is "habitually truant" without a legitimate excuse for five or more consecutive school days, for seven or more school days in one month, or 12 or more school days in one school year. A complaint will be filed with the Juvenile Court for any student who is considered to be "habitually truant."

### Reporting an Absence

If a student will be absent, a parent/guardian must notify the school at (419) 394-2112 by 8:00 AM. When reporting an absence, please give the following information:

- Student's full name
- Reason for absence
- Expected duration of absence
- Your name and relationship to student

For more specific regulations regarding attendance, please consult the student handbook located on the school website or in the front of the student planner. Please call (419) 394-2112 with any questions.

Superintendent  
Shawn Brown  
419-394-4312

Treasurer  
Thomas S. Sommer  
419-394-4312

Director of Special  
Education/Student Services  
Cary Roehm  
419-300-1458

Board of Education  
Brian Little, President  
Ronda Shelby, Vice President  
Karl Dammeyer  
Travis Kuenning  
Robert Valentine