



Phoenix Middle School
2341 Snouffer Road
Worthington, Ohio 43085
www.worthington.k12.oh.us

Attendance Philosophy & Procedures

The Worthington City School District believes daily attendance is a foundational piece of a student's academic success. In creating an environment for that academic success, the district works with students and their parents/guardians to encourage consistent ongoing attendance.

Regular school attendance and classroom interaction are important parts of the educational process. Prolonged or repeated absences disrupt not only the education of the individual but also the continuity of the process in the entire classroom. Phoenix Middle School urges parents/guardians to minimize the time their students are absent from class.

Phoenix Middle School is responsible for knowing where our students are each day. Please help us keep an accurate account of your child's daily attendance.

**Please report all absences & appointments
to the Attendance Office by calling
614-450-4100**

Please include the following information:

- Person calling
- Student's name
- Parent/guardian phone
- Student's grade
- Date
- Reason for absence

Parents/Guardians may call the 24-hour attendance line at 614-450-4100 or email dwarren@wscloud.org to report that a student will be absent from school. Phoenix kindly requests that parents/guardians call or email the Attendance Office before 9:30 a.m. if their child will be absent. If a parent/guardian does not contact the Attendance Office when their child is absent, the school will verify absences by email or phone the day the absence occurs.

For appointments, please contact the Attendance Office in advance, so your child can pick up a pass to leave class before the class they will need to leave. We prefer not to interrupt classes to call students out. Your child will sign back in at the Attendance Office upon returning to school.

The statutes of the Ohio Revised Code governing school attendance are specific and leave little option for school authorities to excuse students from school except for:

- Personal illness
- Death in the family
- Illness in the family
- Quarantine of the home
- Religious holidays
- Field Trips
- College Visit
- Family Emergency
- Volunteers to serve as precinct officer for elections
- Medical or dental appointment (partial days in most cases)

Phoenix strongly discourages vacations or extended absences during the days school is in session. If a parent/guardian wishes to take a child out of school for any period of time for reasons other than those listed above, the parent/guardian must contact the Attendance Office in advance to complete an Extended Absence Form.

Absences for any other reasons are generally unexcused. The following guidelines must be adhered to by all students enrolled in Worthington schools regardless of age. Parents must excuse the absences of dependent 18-year old students.