



ELEMENTARY SCHOOL ATTENDANCE POLICY

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the District will partner with students and their families to identify and reduce barriers to regular school attendance. The District will utilize a continuum of strategies to reduce student absences including but not limited to:

- Notify the parent or guardian of a student's absence;
- Develop and implement an absence intervention plan on a case by case basis, which may include supportive services for students and families;
- Counseling;
- Parent education and parenting programs;
- Mediation;
- Intervention programs available through juvenile authorities; or
- Referral for truancy if applicable.

Ohio law requires that if a student is absent with or without legitimate excuse from school 42 hours (7 days) or more hours in one school month, or 72 hours (12 days) or more school hours in a school year, the following will occur. The school's attendance officer will notify the child's parent, guardian or custodian of the child's absences after the date absent that triggered the notice requirement. If a student's absences surpass the threshold for habitual truant, the principal or chief administrator of the school or the superintendent of the school district shall assign the student to a district absence intervention team, which will develop an intervention plan for that student. Every effort will be made to include a parent, guardian or custodian as a member of the student's absence intervention team. Notice of the plan developed by the student's absence intervention team will be provided to the student's parent, guardian or custodian. At no time, however, will students be expelled or suspended out of school due to excessive absences or truancy.

Beginning with the 2017-2018 school year, when a student's absences surpass the threshold for a habitual truant, the principal or the Superintendent assigns the student to an absence intervention team within 10 days of the triggering event. The absence intervention team must be developed within seven school days of the triggering event and is based on the needs of the individual student. The team must include a representative from the student's school or District, a representative from the student's school or District who knows the student and the student's parent or their designee, and also may include a school psychologist, counselor, social worker or representative of an agency designed to assist students and their families in reducing absences.

During the seven days while developing the team, the Superintendent or principal makes at least three meaningful, good faith attempts to secure participation of the student's parent. If the student's parent is unresponsive the District investigates whether the failure to respond triggers mandatory reporting to the appropriate children's services agency and instructs the absence team to develop the intervention plan without the parent.

The Ohio Department of Education has determined that our students should attend school a minimum of 97% of school days (42 hours absent or less per year). If a student is habitually or chronically truant and the student's parent has failed to cause the student's attendance, a complaint will be filed with the Judge of Juvenile Court in compliance with State law

and Board Policy 5200.

Absence Time Guides

7:58 am – 8:59 am	Tardy 1 Hour - If not in class, you need to report to the office and receive a
9:00 am – 9:59 am	Tardy 2 hours – If not in class, you need to report to the office and receive
After 10:00am	½ day Absent
42 Hours (7 DAYS) ABSENT in one Month	You need a doctor's note the next time you are not in

Extracurricular Attendance

For extracurricular activities for both athletic and co-curricular you must either be in school at least half of the day to participate in any evening activities or show proof with a physicians note that you had an appointment. This also includes practices. If you are not in school that day, you are not permitted to be in school after hours. If you have an appointment that day, you must present your excuse to the attendance secretary before going to any practices or games.

Truancy

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. A student will be considered habitually truant if the student is absent without a legitimate excuse for five (5) or more consecutive school days, for seven (7) or more school days in one (1) month, or twelve (12) or more school days in one (1) school year. Furthermore, a student will be considered chronically truant if the student is absent without a legitimate excuse for seven (7) or more consecutive school days, for ten (10) or more school days in one (1) month, or fifteen (15) or more school days in one (1) school year.

Excused Absences

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 (a written physician's statement verifying the illness may be required)
- Illness in the family (the absence under this condition shall not apply to children under fourteen (14) years of age)
- Quarantine of the home
- Death in the family
- Necessary work at home due to absence or incapacity of parent(s)/guardians(s)
- Observation or celebration of a bona fide religious holiday
- Such good cause as may be acceptable to the Superintendent

Notification of Absence

If a student will be absent, the parents must notify the School at (937) 996-1511 by 8:00 A.M. and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible after the student's absence. **When no excuse is provided**, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance.

A skipped class or part of the school day will be identified as an unexcused absence and students will **not** be permitted to make-up missed class work. This will result in the student getting 0's for the entire day missed. The student will also be subject to disciplinary action. Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State. **(Please refer also to "Truancy" in this agenda or student/parent handbook.)** No credit shall be given for any schoolwork not completed as a result of truancy. If a student, under the age of 18, has ten (10) or more consecutive or fifteen (15) total days of unexcused absence during a semester, s/he will be considered habitually absent and will be reported to the Judge of the Juvenile Court and to the Bureau of Motor Vehicles for suspension of his/her driver's license, if appropriate, as a result of this excessive absence.

Tardiness

Each student is expected to be in his/her assigned location throughout the school day. If a student is late arriving at school, s/he must report to the School office before going to his/her first assigned location. Every 2 tardies will equal to a half day of unauthorized attendance.