

Attendance Policy – Grades K-6

Philosophy:

Regular daily class attendance and punctuality are necessary in order for the learning process to be effective. Frequent absences disrupt the instructional process, which requires a continuity of classroom learning experiences, pupil interaction, and study in order to reach the goal of maximum educational benefits for each student. Studies show that students who miss school frequently experience great difficulty in achieving the maximum benefits of instruction. We are aware that there are occasions when a student cannot be present and thus may miss an essential learning experience. However, our concern is with each student's total participation, which is reflected in the attendance procedures, which follow:

Rationale:

- A. The laws in Ohio require daily attendance of all students until age 18 (or 16 if approved to withdraw and work full-time). Rev. Code 3321.04
Every parent, guardian, or other person having charge of any child of compulsory school age who is not employed on an age and schooling certificate must send such child to a school which conforms to the minimum standards prescribed by the state board of education for the full time the school attended is in session. Such attendance must begin within the first week of the date at which the child begins to reside in the district or within one week after his withdrawal date from employment.
 - A. 38 or more hours in one month (excessive absences)
 - B. 65 or more hours in the year (excessive absences)
 - C. 30 or more consecutive hours (habitual truancy)
 - D. 42 or more hours in one month (habitual truancy)
 - E. 72 or more hours in the year (habitual truancy)**HB 410**

- B. Daily attendance and punctuality are essential to success in school and are necessary habits for later success in life. Daily attendance affords a student the opportunity to reap benefits from the educational environment provided by the Tri-Valley Local Schools. Excessive absences and tardiness cannot be accepted.

- C. Excessive absence from school shall be a factor when assessing a student's yearly performance for grading purposes.

Parent's Role in Their Child's Education

The attendance of all children of compulsory school age (6-18 years) is required every day that school is in session. The laws of the State of Ohio place the responsibility for school attendance squarely upon the parents. Failure of parents to require a child to attend school regularly may result in court action.

Within the framework of the Ohio Revised Code 3321.04 and the State Board of Education Regulation 3301-51-13, students will be given excused absences for:

- A. Personal illness.
- B. Serious illness or death of a family member.
- C. Funeral.
- D. Medical and dental appointments that cannot be arranged during non-school hours.
- E. Unusual or emergency situations at home.
- F. Religious holidays and activities.
- G. Authorized school-sponsored activities.
- H. Approved college visits.
- I. Acts of God.
- J. Quarantine.
- K. Out-of-state travel, not to exceed 24 hours per school year that the student's school is open for instruction, for participation in an enrichment activity approved by the Board of Education or an extracurricular activity, defined as a student activity program operated by the District but not included in a graded course of study.

L. At the Superintendent's discretion, a visit with a parent or legal guardian who is an active duty member of the Army, Navy, Air Force, Marine Corps, Coast Guard, or Commissioned Corps of the National Oceanic and Atmospheric Administration and Public Health Service and who has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

Absences from school for reasons other than those listed above will be considered unexcused. Students may not receive credit for make-up work during an unexcused absence.

****ONCE A STUDENT HAS MISSED 30 HOURS IN A SEMESTER (formerly 5 days), THE ABOVE REASONS WILL BE CONSIDERED UNEXCUSED WITHOUT A PHYSICIAN'S NOTE.**

Absence Time Schedule

Elementary

- 9:00-9:15 Students should arrive to school
- Late Arrival (formerly known as "Tardy"): Students are expected to arrive to school on time every day. Students who arrive after the tardy bell (9:15) without a legitimate excuse will receive a partial unexcused absence for the time missed.
- Any time missed will be recorded by the actual time missed, thus every minute counts towards a student's attendance record and will be recorded in hours not days. (i.e. not .5 day increments).

Absence

When a student is absent with parental consent for one of the approved reasons within the framework of the Ohio Revised Code 3321.04 and *Tri-Valley Board of Education Policy*, work missed during the absence may be made up within the specified time limit. Parents must submit a written statement regarding the absence or contact the school by phone. (I.E. personal illness or doctor or dental appointments.)

Unexcused Absence

When a student is absent and his/her excuse does not fall within the framework of the Ohio Revised Code 3321.04 and the *Tri-Valley Board of Education Policy*, and the student fails to submit a written statement from his/her parents within 5 school days, work shall not be made up.

Excessive unexcused absences from school in any grading period may result in a failing grade for that grading period.

Suspension Absences

Any student who has been suspended out of school will have the opportunity to make up any and all work that is missed during the student's first suspension. Any student suspended out of school more than one time during the current school year will only have the opportunity to make-up major test or projects given/taken during the student's suspension, but they will receive an "F" for work such as quizzes, homework, etc.

Truancy

Truancy is defined as the willful absence of a student from class or school without the prior knowledge of the school or parents/guardians. School time missed will be made up either through detention, suspension, Saturday school; however, class work missed during this period will not be graded for credit.

The Superintendent is authorized to establish an educational program for parents of truant students, which is designed to encourage parents to ensure that their children attend school regularly.

Excessive Absence

When a student is continually absent with the parent's knowledge and/or permission, the school may consider the parent's excuses to be questionable or unacceptable. A doctor's verification may be requested if the questionable absence is illness related.

In evaluating all absences, consideration will be given to the student's absence because of serious illness, hospitalization, or being under a doctor's care for extended periods of time.

General Absence Procedures

In every case of a foreseen absence, an attempt should be made to have the absence excused in advance.

Parents/guardians are to call the district **TEC 754-4050** by 9:30 a.m. to report student absences (*Ohio Revised Code 3321.03 & 3321.09*). Between 9:30 a.m. and 11:15 a.m. the attendance office will attempt to contact a parent or guardian via the automatic calling system to clear the absence. Per HB 66, parents shall receive notification within 120 minutes of the start of the school day. In the event that the school does not receive a phone call regarding a student absence, the student must submit a written note from a parent or guardian to the attendance office upon returning to school.

On the first day of return, the student will bring a signed note from the parent to the office, indicating the reason for the absence or tardy.

If the school receives a parent call (or note) within the first 30 hours of absence during a semester, the absence will be excused. Once a student has exhausted his/her 30 hours of absence in a semester, the office will issue an unexcused absence to the student unless the reason for absence is allowable under the ORC, or is accompanied by a doctor's note. Should the student return without a signed note, and no telephone contact was made between the school and the parent, the student will be issued an unexcused absence, will be considered truant, and may be subject to disciplinary or juvenile court action.

Partial Absences (Formerly Late Arrival and Early Dismissal)

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the district. The Board of Education recognizes, however, that from time to time compelling circumstances will require that a student be late to school or be dismissed before the end of the school day.

As agent responsible for the education of the students of this district, the Board of Education shall require that the school be notified for approval in advance of such absences by request of the student's parent or guardian, which shall state the reason for the tardiness or early dismissal.

Justifiable reasons may include:

1. medical or dental appointments which cannot be scheduled outside of school hours;
2. medical disability;
3. emergency at home;
4. funeral;
5. such good cause as may be acceptable to the building principal.

No student in grades K through 12 shall be permitted to leave the school before the close of the school day without prior approval and without a parent or guardian signing the student out through the office.

A record shall be kept indicating the legal custodian of each student. Such custodian shall be responsible for informing the building principal of any change in the student's custodian.

If one parent has been awarded custody of the student, the parent in custody as defined in statute (*R.C. 3313.67.2*) shall inform the school of any limitations in the rights of the non-custodial parent. Without such notice, the school will presume that the student may be released into the care of either parent.

R.C. 3313.20.5, 3313.64

Late Arrivals (Tardiness):

Any absence that occurs after the 9:15 A.M. bell will be categorized as a Late Arrival (formerly known as a tardy). **ALL LATE ARRIVALS** will be considered unexcused, with the exception of those student's that have a doctor's medical excuse OR with a parent note/phone call if the late arrival occurs within the first 30 hours a student is

permitted to miss per semester. Students with excessive Late Arrivals will be addressed on an individual basis by building administration.

Each student will be permitted **Three Unexcused Late Arrivals** per semester without penalty.

Any student who arrives late without a legitimate excuse will be subject to a progression through the districts discipline policy.

1 st Offense	Recorded
2 nd Offense	Verbal Warning
3 rd Offense	Written Warning
4-7 Offense	1 Hour Detention
8+ Offense	Saturday School

Partial PM Absence (Early Dismissal)

Written notes from parents must be brought to the office prior to the beginning of school on the day of the early dismissal. When the student leaves a parent/guardian must sign the student out in the office and also sign the student in when he/she returns. If a student leaves early for a medical appointment, the parent is responsible for providing proper documentation to the school to excuse the absence. If a student leaves early from school (with a parent note) within the first 30 hours of absence in a semester, it will not be considered unexcused. Students with excessive partial absences will be addressed on an individual basis by building administration.

Pre-Planned Absences

Any time a student knows that he/she will be missing school for at least 1/2 day or more, he/she should bring a signed note from a parent explaining the reason for the anticipated absence to turn into the office. Parents/Guardians are asked to communicate with the school office regarding pre-planned absences. Notifying the classroom teacher is encouraged, but the school office must also be notified by the parent/guardian.

Reasons for pre-planned absences include:

1. Vacation (up to 30 hours permitted per school year with a pre-planned absence.)
2. Medical appointment
3. Such good cause as may be acceptable to the building principal

Students are responsible to make up work missed during the planned absence.

Illness While in School

Students who become ill at school should report to the office for assistance. Students are not to leave school at any time during the school day without a parent/guardian signing the student out through the office. Due to the district's 24-hour fever free policy, students who leave school due to illness will be considered "excused" for 24 hours from the sign-out time. (i.e. If a student leaves ill at 11:00 a.m., they are "excused" for the remainder of that school day and up until 10:59 a.m. the following day. If students are over on their 30 hours of absence, the remainder of the of the following day and beyond will be unexcused without a doctor's note.)

Make Up Work

If an absence is excused the student is allowed to complete and receive credit for work or assignments missed during the absence. Generally a student will have an amount of time equal to the number of days of absence to make up work missed (this does not apply to prearranged absences). Teacher discretion may be used to extend this time if appropriate. It is the student's responsibility to find out what schoolwork was missed and to make the necessary arrangements to complete it with each individual teacher.

Suspension Absences

Out of school: A student who has been suspended from school will have the opportunity to make up any major test or project, but will receive an "F" for work such as quizzes, homework, etc. Out-of-School Suspension time does NOT count against a student's attendance.

In school: A student who has received in school suspension/detention will be allowed to take tests, quizzes, and do classwork in the in school suspension/detention room. In-school time does NOT count against a student's attendance.

Guidelines to Improving Attendance

In the event that a child of compulsory school age is absent with or without legitimate excuse from the school the child is supposed to attend for thirty-eight (38) or more hours in one school month, or sixty-five (65) or more hours in a school year, the attendance officer of that school shall notify the child's parent, guardian, or custodian of the child's absences, in writing, within seven (7) days after the date after the absence that triggered the notice requirement. At the time notice is given, the school also may take any appropriate action as an intervention strategy, as provided in this Policy.

Students who are absent in excess of the following hours for the year will be subject to administrative action:

1. 30 or more consecutive hours (habitual truancy)
2. 42 or more hours in one month (habitual truancy)
3. 72 or more hours in the year (habitual truancy)

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Such action will include a conference with parents, students, and principal/assistant principal. A third letter will be sent to the parents explaining this.

The penalty for excessive absences (more than 38 hours per month or 65 hours per year) could result in the following:

1. *conference with administrators*
2. *referral to Juvenile Court program including Diversion Weekend.*
3. *loss of academic credit for the year (the student may repeat the year)*
4. *referral to Saturday School.*
5. *referral to After-school Make-up time.*

Whenever any student under the age of eighteen (18) has the following number of unexcused absence from school during any school year,

1. 30 or more consecutive hours (habitual truancy)
2. 42 or more hours in one month (habitual truancy)
3. 72 or more hours in the year (habitual truancy)

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The Board authorizes the Superintendent to inform the student and his/her parents of the truancy record and the District's intent to notify the Judge of the Juvenile Court of the student's excessive truancy.

It should be stressed that when a child is not attending school, there is a reason and every effort will be made to discover this reason and deal with it in a positive and constructive manner; however, in cases where a child's attendance does not improve, the attendance officer will file a formal complaint with the court system.

Improving Your Child's Attendance

Personal Illness: If a student is ill, the school desires for the child to remain at home for his/her own good as well as for the welfare of the entire school population; however, please make sure your child is ill and not just "not feeling well" before permitting him/her to stay home.

Medical and Dental Appointments: Such appointments are for the purpose of maintaining good health and will be considered necessary; however, the school should be informed of such an appointment at the session of the school

immediately preceding the anticipated absence. Parents should attempt whenever possible to schedule these appointments on Saturday or before/after school hours.

Vacations: Vacations and extended trips are valuable educational experiences; however, absence for vacations and trips is discouraged during the school year. When trips are unavoidable, parents should contact the school to make arrangements before the absence. Students are permitted no more than 30 vacation hours during the school year.

R.C. 3321.01 et seq., 3321.13(B)(2), 3321.19, 3321.38
A.C. 3301-35-03(G), 3301-51-13

Absences for Religious Instruction

The Board of Education desires to cooperate with those parents who wish to provide for religious instruction for their children but also recognizes its responsibility to enforce the attendance requirements of the State.

Upon the signed request of a student's parent, the Board will allow exceptions to the student's continuous attendance at school for religious instruction outside the school building by an authorized church or religious organization for no more than 120 minutes per week. For attendance purposes, the student shall be considered to be in attendance at school during such religious instruction.

A student must be properly registered and a copy of such registration must be filed with the principal.

The principal shall arrange the time for release for religious instruction or education. She/he will also assure the appropriate continuance of the instructional program in the public school during such release times.

No solicitation for attendance at religious instruction shall be permitted on district premises. No staff member shall encourage or discourage participation in any religious instructional program.
(Attorney General's Opinion 88-001)

District Mandated Absences

On occasion students are required to stay home from school due circumstances addressed in Board Policy. Students who are sent home due to building decision, will be permitted no more than one day (6 hours) absence to address the circumstances surrounding the mandated absence. If the issue persists more than one day after being sent home, such absences will be considered unexcused without a doctor's note, if students have exhausted their 30 hours of call-off absences.

If you have any questions regarding the Tri-Valley Schools Attendance Policy, please contact the District Office and ask for the District Attendance Officer.