

LINCOLNVIEW ABSENCE AND TARDY POLICY AND PROCEDURES

Lincolnview Local Schools considers every school day important for proper learning and academic progress to take place. It is this concept that we hope to convey in our school attendance policy.

Absence Procedure

1. It is the parents or legal guardian's responsibility to notify the school by phone when the student will not be at school. Phone calls regarding absences should be made by 9:00 am. Parents or legal guardians will be asked to provide symptoms regarding absences due to illness, per health department regulations.
2. If the school does not hear from parents or legal guardians within a reasonable time, the principal's office will call to verify the student absence. Unverified absences may be recorded as unexcused. **Students that miss more than 7 days in a semester will be required to provide a medical excuse for each absence beyond the first 7 days for any additional absence to be excused. -Medical excuses must be submitted within 2 days of the return to school for the absence to be considered excused. Acceptable medical excuses would be for a medical, dental, or counseling/psychological appointment and should include: provider's name, date, time of appointment, duration of excused time off, and signature from the provider or designee.**

Excused/Unexcused Absences

The following circumstances are accepted by the Lincolnview Board of Education as reasons for school absence and will result in an excused absence: personal illness; illness in the immediate family; an emergency in the home or about the home; death of a relative; religious ceremonies; and family related vacations/activities with prior notification. (See family vacations – page 12). Students will receive an unexcused absence for other absences at the discretion of the administration.

Unexcused absences would include, but are not limited to: missing the bus; out of school suspension; leaving school grounds; or absences outside of allowable days with no medical excuse. Other absences may be deemed unexcused at the discretion of the administration.

The difference between an excused and an unexcused absence is that the work missed during an excused absence may be made up by the student for full credit. Credit will be permitted for unexcused absences based on Principal approval. It is the responsibility of the student or their parent or legal guardian to give doctor excuses to office personnel. Teachers will be notified by the office concerning unexcused absences.

Regular school attendance is absolutely essential and required by law, and is the responsibility of a child's parent or legal guardian. As of April 2017, House Bill 410 of the Ohio Revised Code (ORC 2151.011) defines "Habitually Truant" as a student absent without an excuse for 30 consecutive hours, 42 hours in one school month, or 72 hours in one school year (excluding medical excuses from a doctor or counselor). The law also designates "Excessive Absences" as being absent 38 or more hours in one school month or 65 or more absences within one school year with or without a legitimate excuse. Students

who are determined to be “habitually truant” may face charges in juvenile court and adjudicated as an “unruly child.” Further, Senate Bill 181 states that parents may be fined or imprisoned if their child does not attend school on a regular basis.

Make-Up Work

Students are responsible to make up all schoolwork missed during an excused absence. Lincolnview policy allows a student the equivalent of the number of days missed, plus one, to make up work. The office will not request make-up work from teachers for one day of absence. However, if the absence extends into a second day or longer, parents may call the principal’s office and request student assignments. If they call is received before 10:00 a.m., every effort will be made to gather those assignments from teachers. Requests after 10:00 a.m. will result in the make-up work being collected the following day. Any student or parent with advance knowledge of an absence should contact teachers prior to that absence to get assignments. Make-up work can either be sent home with a sibling or picked up at the school office by the parent or legal guardian. Make up work is the responsibility of the student.

ATTENDANCE POLICY

Students should not miss more than 7 days per semester. Absences in excess of seven days may result in an inquiry from the Principal’s Office to discuss the reason for excessive absences. Some circumstances exist in which absences of more than seven days would be acceptable.

Students that miss more than 7 days in a semester will be required to provide a doctors excuse for each absence beyond the first 7 days for the absence to be excused. Doctor’s excuses must be submitted within 2 days of return to school for the absence to be considered excused. Those in violation of the attendance policy will receive written notification alerting the parent/legal guardian to excessive school absences (see absence/truancy intervention). Classification of absences as excused or unexcused are at the discretion of the administrator.

If a student misses more than 14 days total in a school year, he or she may be required to bring a doctor’s excuse for any subsequent absences due to illness. Students with a pattern of excessive absences and/or a history of poor attendance may be subject to additional requirements at the discretion of the administrator. If a student misses more than 18 days total in a school year, regardless of reason, he or she may be required to be tutored at the parent’s expense for equivalent time lost due to tardiness or absences. In addition, promotion to the next grade level may be contingent upon successful completion of tutoring.

Absence/Tardy Definition

A: Tardy= Students who are not in their classroom by the tardy bell (8:19 am).

B: ½ Day Absent= Students who sign in after 10:00 am.

C: ½ Day Absent= Students who sign out before 1:45.

Tardiness to School

A student tardy to school must report immediately to the building principal's office. A tardy slip will be issued to the student and entry made on the record in the office. Tardies will be counted as truant occurrences and are subject to disciplinary procedures in accordance with the school attendance policy.

Tardy and early dismissal issues for non-medical reasons are both counted as truant occurrences.

Each student will be allowed 3 tardies without penalty. Each additional tardy (that is not a result of a medical appointment) after three will be considered unexcused and that time out will accumulate towards the recording of a ½ or full day unexcused absence in accordance with House Bill 410.

Early Dismissal

Students who sign out before 1:45 will be counted as a ½ day absent. Each student will be allowed three early dismissals with no penalty in one school year. Each additional early dismissal (that is not a result of a medical appointment) after three will be considered unexcused and that time out will accumulate towards the recording of a ½ or full day unexcused absence in accordance with House Bill 410.

ABSENCE/TRUANCY INTERVENTION

Once a child is determined to be habitually truant, Lincolnview Local Schools will assign the student to an absence intervention team in order to create a plan to improve attendance. Parents or legal guardians are expected to participate in the intervention efforts, as the ultimate responsibility to insure school attendance is that of the parent or legal guardian. Absence and tardy verification will be conducted at least at mid-term and end of term. Upon accruing absences in violation of the above policy, the following will occur:

- 4 absences/tardies – written notification from the school
- 8 absences/tardies – written notification from the school; conference
- 10 absences/tardies – written notification from the school; notification sent to the prosecutor's office
- 12 absences/tardies – written notification from the school; notification sent to the prosecutor's office; charges may be filed

ADMINISTRATIVE DISCRETION

Because of the wide variety of reasons for a student's absence from school, the validity of an absence will be determined by the administration in each individual case. The school administration has the ultimate authority in all attendance-related matters and reserves the right for discretionary deviation from the aforementioned attendance policies.

Family Vacations

Lincolnview Elementary School considers every school day important to each child's academic program. Parents should make every effort to take vacations when school is **not** in session. However, it is also understood that families may not be able to schedule a vacation or trip at a time other than when school is in session. In such cases, parents or legal guardians must provide at least one week of advance notification to the school in order to arrange for make-up work. Not more than one family vacation per school year will be accepted as excused absences. Absences for special events (examples - family wedding, hunting, or fair days outside of school designated fair days) will be recorded as vacation days. Vacations will be limited to five (5) days total in a school year. **No vacations or trips will be excused during state testing days.** Vacation days taken after five days of absence in a nine weeks or during a state testing day will be recorded as unexcused. If you have any questions, please call the office before you plan your trip.