

## ATTENDANCE POLICY : FREQUENTLY ASKED QUESTIONS

### *Crestview Local Schools / Ohio Department of Education*

Crestview Local Schools operates under the jurisdiction of the Ohio Department of Education and adheres to attendance policies and thresholds set forth by the state . The staff of Crestview Local Schools believes that academic **success** is strongly related to and influenced by regular school attendance . The purpose of this handout is to explain attendance policies set by the state and implemented by Crestview Local Schools . Below are some frequently asked questions regarding attendance /absence policies :

**Q : How did my student reach an Excessive Absence Threshold ? I always sent a note , so how did he /she reach the Excessive Absence Threshold ?**

**A:** The Ohio Department of Education defines three types of absences:

1. **Unexcused Absence** : parent / guardian does not provide a note and student is absent
2. **Excused Absence:** parent / guardian does provide a note and student is absent
3. **Medically Excused Absence** : documentation from a medical / health professional ( counselor , social worker , etc. ) **is** provided during or following a student absence ; a ***Medically Excused Absence is the only type of absence that does not count toward reaching the Excessive Absence Thresholds***

There are two Excessive Absence Thresholds :

- **Monthly Excessive Absence Threshold** : 38 hours ( or about 6 school days ) within one calendar month
- **Yearly Excessive Absence Threshold** : 65 hours ( or about 10 school

days ) within one school year

**Q : If my student reached an Excessive Absence Threshold , do I need to worry about being charged with truancy ?**

**A :** Not at this time . Only **Unexcused Absences** ( absences without a medical OR parent note ) count toward Habitual Truancy . Excessive absence thresholds do not require further action. .

**Q : So if no action is needed when my student reaches an Excessive Absence Threshold , why is the school sending me a letter and calling me ?**

**A :** The Ohio Department of Education requires Crestview Schools to provide written notice of any Absence Thresholds being reached . Crestview Schools provides a phone call to the parent /guardian to assist in answering any questions or concerns and making a more personal contact.

**Q: How could I possibly be charged with Truancy?**

**A :** Only Unexcused Absences ( without a medical OR parent note ) count toward **Habitual Truancy Absence Thresholds** . A student would need to reach one of the following **Habitual Truancy Absence Thresholds** ::

**Consecutive Habitual Truancy Absence Threshold** : 30 or more Unexcused Absence hours ( about 5 consecutive school days )

**Monthly Habitual Truancy Absence Threshold** : 42 or more Unexcused Absence hours ( about 7 school days ) within one calendar month

**Yearly Habitual Truancy Absence Threshold** : 72 or more Unexcused Absence hours ( about 11 school days) within one school year

There is a process for filing charges of truancy against a parent / guardian . Here is a brief outline of the process :

1. Student reaches one of the Habitual Truancy Absence Thresholds .
2. Parent / Guardian is notified with a letter sent to the home address on file . A representative from Crestview will call requesting a meeting

with our Attendance Officer ( Mrs. Kimberly Gilbert ) and other members of the Attendance Team .

3. Parent / Guardian , student and Attendance Team will meet to develop an Absence Intervention Plan within two weeks of notifying the parent / guardian . The Absence Intervention Plan could be created and implemented without the student and parent/guardian if they decline to participate .

4. Student has 60 days from the implementation of the Absence Intervention Plan to make satisfactory progress on attendance .

**Charges of Truancy could be filed against a parent / guardian if :**

- The student reaches either the Consecutive Habitual Truancy or Monthly Habitual Truancy Absence Thresholds during those 60 days of the Absence Intervention Plan being implemented .
- No significant progress is made on attendance by the conclusion of the 60 days of the Absence Intervention Plan .