



Policy 4004: Attendance, Truancy, and Withdrawal

I. Definitions

Chronically Absent means missing at least ten percent (10%) of the minimum number of hours required in the school year under ORC 3313.48 for the school the student attends.

Parent/Guardian/Custodian includes people who have legal care or charge of a student.

School Director includes the School Director, Superintendent, or their designee.

II. Attendance

A Student's academic success requires continuity of instruction and classroom participation. Students are more likely to succeed when they consistently attend school. Absences from school for any reason, whether excused or unexcused, take away from instructional time and have an adverse effect on student learning.

When absent, the School shall require a written statement regarding the cause of the absence. For the purposes of this policy, the written statement may be a signed document, email, voicemail as noted in writing by school personnel, or other document within the discretion of the School Director. The School Director, in their discretion, may investigate the cause of the absence including, but not limited to, obtaining statements, requiring written documentation, or obtaining any other information to verify the cause of the absence including a signed doctor's excuse or signed statement from the student's parent. The School Director shall determine whether or not the absence is considered excused or unexcused pursuant to this policy. The following absences are recognized as excused, within the discretion of the School Director or as mandated by other policies of the Governing Authority:

- A. Illness;
- B. Personal mental illness such that the student will not benefit from instruction;
- C. Medical, behavioral or dental appointments;



- D. Illness in the family necessitating the presence of the student;
- E. Death of a relative;
- F. Quarantine;
- G. Observance of religious holidays (consistent with truly held religious beliefs);
- H. Parent's inability to help in the family's business or to work on the family's farm at necessary times;
- I. Post Secondary/College Visitation;
- J. Pre-enlistment reporting to military enlistment processing station;
- K. Court subpoena;
- L. Absence due to child being homeless;
- M. Due to placement in foster care or change in foster placement, or related court proceedings;
- N. An emergency or set of circumstances in which the judgement of the School Director or designee constitutes a good and sufficient cause of absence; or
- O. If a student is absent from school for the sole purpose of traveling out-of-state to participate in a School-approved enrichment activity or extracurricular activity, the School shall count the absence as an excused absence, up to a maximum of twenty-four hours per school year. The student must complete any classroom assignment he/she misses due to the absence. If the student will be absent for twenty-four or more consecutive hours that the School is open for instruction, a teacher must accompany the student to provide the student with instructional assistance for the absence to be excused.
- P. Religious Expression (up to three days). See the Governing Authority's specific policy.



- Q. Children of Military Families absence due to deployment activities of the parent, legal guardian, or custodian;
- R. Attendance in a driver education course for a maximum of two (2) hours per day for a maximum of four (4) days – eight hours total;
- S. Absence due to absence of transportation from the local district assigned to transport student.

Tardiness is subject to discipline and chronic tardiness may result in additional disciplinary action.

If a child has a physical condition or impairment that could cause periodic or frequent absences from school, a parent is required to notify the School at the beginning of the school year or within five (5) school days after the condition or impairment develops. The notification shall be in the form of a written statement signed and dated by a physician. It must also include the expected duration of the condition or impairment.

III. Chronic Absences/Intervention Strategies

In an effort to address and reduce the number of student absences, the School has developed this policy and the following procedures in consultation with the judge of the juvenile court of the county in which the School is located, parents/guardians/other persons having care of the School's students, and with appropriate state and local agencies.

A student shall be deemed "chronically absent" if the student is missing at least ten percent (10%) of the minimum number of hours required in the school year under ORC 3313.48 for the school the student attends.

- A. Procedures. The School shall implement a tiered approach to support student attendance and prevent chronic absenteeism.
 - 1. The School Director will create an Attendance Intervention Team to implement a tiered system of interventions and supports based on student absence patterns.
 - 2. All students will receive Tier 1, Universal Supports.



- a. An attendance contract will be signed by the Parent/Guardian upon enrollment.
 - b. Information on the importance of consistent attendance will be provided at the beginning of the school year to all families.
 - c. The School will provide daily communication to the Parent/Guardian of any student that is not in attendance.
 - d. The School will implement a Positive Behavior Intervention System (PBIS) providing a supportive culture that encourages consistent attendance.
3. Tier 2, Early Intervention Strategies will be provided to any student that is absent 2 consecutive days in a month, 3 total days in a month, and 7 total days year-to-date. This is the halfway point to reaching the habitual truant threshold. Early intervention strategies will also be provided when a student has missed 5% of the minimum hours required in the school year for any reason aligned to the definition of chronic absenteeism.
 - a. The School Director in collaboration with the Attendance Intervention Team will provide evidence-based Tier 2 strategies at their discretion, including but not limited to, focused student engagement, relationship building, and targeted resources to support family needs.
 - b. Parents will receive written communication notifying them of the total number of missed hours and the ramifications of continued absences for any reason in accordance with chronic absenteeism and/or habitual truancy guidelines.
4. Tier 3, Intensive Intervention will be provided to any student in which Tier 2 interventions have not improved attendance and/or any student who meets or exceeds the habitually truant thresholds: 30 consecutive unexcused hours, 42 unexcused hours in a month, or 72 unexcused hours in a school year.
 - a. The School Director in collaboration with the Attendance Intervention Team will provide evidence-based Tier 3 strategies at their discretion, including but not limited to the creation of an Attendance Intervention Plan.
 - i. The Attendance Intervention Plan will identify barriers to the Student attendance, outline specific supports, and set goals to improve attendance.
 - ii. The Attendance Intervention Plan will be created and shared with The Student and Parent/Guardian within 2 weeks of meeting the Tier 3 requirements.



5. Tier 2 and 3 Intervention Strategies will be monitored for satisfactory progress. Satisfactory progress will be identified by the Attendance Intervention Team on an individual basis, based on the Tier 2 and Tier 3 interventions implemented.

IV. Truancy

When the School deems a student truant and that the student's parent has failed to cause their attendance, the School may require the parent to attend an educational program established by rules of the State Board of Education for the purpose of encouraging parental involvement in compelling a child's attendance at school. Upon request of the School's Superintendent, the School's designated attendance officer shall investigate cases of possible truancy and warn the child, if found truant, and the child's parent in writing of the legal consequences of being truant. When any child of compulsory school age is in violation of law by not attending school, the School's attendance officer shall notify the student's parent to cause the child to attend school. If the child still does not attend, the attendance officer shall inform the School's Superintendent of that fact. Upon request of the School's Superintendent, the attendance officer shall send the child's parents a notice requiring attendance at a parental education program and may file a complaint against the parent in the appropriate court.

If the child fails to make satisfactory progress, the School shall file a complaint in the appropriate court against the student and the student's parents alleging that the child is unruly for being a habitual truant and that the parent has failed to compel the student's attendance.

V. Withdrawal

- A. A student will automatically be withdrawn from school if the student, without legitimate excuse, fails to participate in 72 consecutive hours of learning opportunities offered to the student.
- B. Whenever a student of compulsory school age withdraws:
 1. The School Director, or designee, must ascertain the reason for the withdrawal and then immediately transmit that the student has withdrawn and the reason for the withdrawal to the School's Superintendent.



2. If the withdrawal is due to a change in residence, the teacher must ascertain the next residence and include that information in the transmission to the School's Superintendent.
 3. The School's Superintendent shall forward a card to the superintendent of the traditional district where the new residence is located showing essential facts including the child's new address.
- C. If a student of compulsory school age withdraws for a reason other than for a change of residence and is not enrolled in or attending an approved program to obtain a diploma or equivalent:
1. Within two weeks of the withdrawal, the School Superintendent, or designee, must notify the juvenile judge of the county in which the School is located of the withdrawal and failure to enroll/attend an approved program. This notification must be given in writing to the juvenile judge in the manner specified by those respective offices.