

## **Attendance, Truancy, and Automatic Withdrawal Policy**

### **Generally**

Attendance at school is key to achievement. Students are expected to attend school regularly and on time. Parents/guardians are encouraged to partner with the School to ensure attendance and timeliness.

Parents/guardians are required to notify the school of any absence prior to the start of the school day. Similarly, parents/guardians are required to notify the school in writing in advance of early pick-up. Within 120 minutes after the beginning of each school day, the school shall make at least one attempt in compliance with ORC 3321.141 (A)(2) to contact the parent/guardian for any student absent without legitimate excuse.

Parents/guardians are encouraged to make any doctor, dentist, etc. appointments for times other than school hours.

No student shall be suspended or expelled based solely on the number of absences.

The School shall institute the intervention strategy attached as **Exhibit A**.

### **Excessive Absences**

A student shall be considered excessively absent when the student is absent (with a non-medical excuse or without legitimate excuse) 38 or more hours in one school month or 65 or more hours in one school year.

When a student is excessively absent from school:

1. The School will notify the student's parents in writing within seven days of the triggering absence;
2. The student will follow the School plan for absence intervention; and
3. The student and family may be referred to community resources.

### **Habitually Truant**

Habitually truant is defined as being absent without legitimate excuse for 30 or more consecutive hours, 42 hours or more in one school month, or 72 hours or more in a school year.

When a student is habitually truant:

1. Within seven days of the triggering absence, the School will:
  - a. Select members of the absence intervention team; (The team should be based on the needs of each individual student, but the team shall include two representatives from the School, one of whom who knows the student, and the student's parent/guardian/custodian. The team may also include a school psychologist, counselor, or social worker.

- b. Make three meaningful attempts to secure the student's parent or guardian's participation on the absence intervention team. (If the parent/guardian fails to respond, the School will investigate whether the failure to respond triggers a mandatory reporting to the public children services agency for the county and instruct the absence intervention team to develop an intervention plan for the student notwithstanding the absence of the student's parent/guardian.)
2. Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team;
3. Within 14 days after the assignment of the team, the School will develop the student's absence intervention plan; (The school shall provide written notice of the plan to the student's parent/guardian within seven days of developing the plan.)
4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.

### **Reporting**

The school shall report as soon as practical to the Ohio Department of Education each time a student exceeds the threshold of absences, the date a notice was sent to parents, the date when a student qualifies as habitually truant, when an adjudicated unruly child violates a court order, and when an intervention plan has been implemented.

If the student is violating a court order regarding the student's adjudication as an unruly child for being habitually truant, the Board hereby authorizes the school's administrator or his/her designee to inform the student and parent/guardian of the violation and to notify the Juvenile Court.

### **Withdrawal**

When a student of compulsory age withdraws from school, the School shall ascertain the reason for the withdrawal. If the reason for the withdrawal is for a reason other than a change in residence and is not enrolled in another program, the School shall notify the registrar of motor vehicles and the juvenile judge in the county in which the school is located. The notice shall be given within two weeks after the withdrawal and failure to enroll in another program permitted by law.

In accordance with Ohio Revised Code 3314.03, a student will be automatically withdrawn from the School if the student without a legitimate excuse fails to participate in seventy-two consecutive hours of the learning opportunities offered to the student.

### **Collaboration**

The Board of Directors recognizes the importance of collaborating in order to help students attend school and to meet their needs.

On October 8, 2018 the Board of Directors held a meeting in which it invited parents, school employees and volunteers, community members, and local juvenile court judge/s to collaborate on the development of this policy.

The School will continue to work with local agencies regarding increasing attendance. Families, school employees and volunteers, community members, and local juvenile courts, and all agencies and stakeholders are encouraged to bring any concerns or comments regarding this policy to the attention of the School at any time.