



Attendance Guidelines

Absences: Parents are requested to call the Attendance Office between 8:00 a.m. and 9:30 a.m. when their child is absent.

Positive attendance is critical to school success. Thus, attending school every day is strongly emphasized. Written validation may be required for excused absences. When a student is absent because of parental or self- discretion, the absence will be determined by the Dean of Students or his Designee as "excused" or "unexcused" in compliance with attendance policies. Ordinarily, students will have one school day after the absence to fulfill the requirements for receiving an excused absence; however, under appropriate circumstances, the Dean of Students may extend this time limitation.

Missing Child Policy (JEE) includes:

Parents must notify the school on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. The District attempts to contact the parent, guardian, or other person having care of a student who has not notified the school of the student's absence that day regarding that student's absence without legitimate excuse within 120 minutes of the start of the school day. The Board authorizes the Superintendent to determine and use the appropriate notification procedure and methods consistent with State law.

Excused Absences: To be classified as an excused absence, the student must present an excuse signed by the parent/guardian when returning to school following an absence or the school must receive a parent/guardian phone call for one of the below reasons:

- Personal illness (may require a physician's note)
 - Illness in the family (may require a physician's note)
 - Death in the immediate family (with appropriate documentation)
 - Doctor/Dentist appointment (with signed slip from the doctor/dentist)
 - Quarantine of the home
 - Emergency or other set of circumstances (as determined by the administration)
 - College visitation (requires verification from the visited college)
 - A court appearance (with appropriate documentation from the court) may or may not constitute an excused absence.
 - Religious holidays
- Parent/guardian notes may excuse absences up to 10 days per school year. Absences beyond 10 days will require excuses from a doctor, dentist, funeral, court, or other agency.

Unexcused Absences: Absence from school for any reason other than the excuses above will be considered unexcused. Appropriate action will be taken against offenders of the compulsory school attendance law.

Anticipated Absences: If a student is to be absent due to circumstances other than those listed above, a parent or guardian must request excuse prior to the absence by contacting the office.

Student Vacation with Parents: Students going on a family vacation will receive an excused absence provided the student and/or his/her parent have obtained prior administrative approval for such absence. Family vacations may total no more than five (5) days. The academic and career & technical teacher will make arrangements for the student to make up assignments. Only one vacation will be approved per year and never during scheduled state or credentialing testing.

Late Arrivals/Tardies: Students reporting to school tardy (after 8:20 a.m.) will report directly to the Attendance Office for an admit slip admitting them to class. Validation of an excusable reason from a parent/guardian is required.

Number of Tardies	Consequences
5	1 Lunch Detention
10	1 Day In-School Suspension
15	1 Week Loss of Driving Privileges
20	2 Days In-School Suspension
25	1 Month Loss of Driving Privileges
30	3 Days In-School Suspension
35	Loss of Driving Privileges for Remainder of Year (Loss of Driving Privileges includes loss of riding with a friend. Student must ride bus or be dropped off by parent.)

Early Dismissals

- Students who become ill will be sent home only when a parent or designated adult has been notified.
- Students requesting an early dismissal should present a note or have a parent/guardian call the Attendance Office prior to dismissal.
- No student may leave campus without reporting to the Attendance Office and receiving an early dismissal pass.

As defined by Ohio law:

Habitually Truant: a student who is absent 30 or more consecutive hours without a legitimate excuse, 42 or more hours in one month without a legitimate excuse, or 72 or more hours in one year without a legitimate excuse.

Excessive Absences: A student who is absent WITH OR WITHOUT LEGITIMATE EXCUSE 38 or more hours in one school month, 65 or more hours in one school year.

	Consecutive Hours	Hours per School Month	Hours per School Year
Habitual Truancy	30 without legitimate excuse	42 without legitimate excuse	72 without legitimate excuse
Excessive Absences	-----	38 with or without legitimate excuse	65 with or without legitimate excuse

For students determined to be Habitually Truant:

- Written notice will be given to the parent/guardian.
- Student will be assigned to an absence intervention team.
- If the child fails to make progress after 61 days on the personalized absence intervention plan, the district will file a complaint in juvenile court.
- If a child has been absent without a legitimate excuse for 30 or more consecutive hours or 42 or more hours in a school month during the implementation of an absence intervention plan, the district will file a complaint in juvenile court.
- Counseling will be provided.
- The student’s parent or guardian may be asked to attend parental involvement programs or truancy prevention mediation programs.
- As applicable, the registrar of motor vehicles will be notified.
- Children Services will be notified as deemed necessary.

For students determined to be Excessively Absent:

- Written notice will be provided to the parent/guardian.
- The student will follow the district’s plan for absence intervention.
- The student and family may be referred to community resources.

Make-Up Work

Make-up work is permitted and expected for excused absences. The student will have as many days to make up the work as they were absent. If a student is absent on the day an assignment is due, that assignment shall be due on the day the student returns to school. Make-up work, tests, reports, etc., shall be completed within one week of the official ending of each nine weeks period. In all cases, make-up work shall be initiated by the student. Students with unexcused absences may make up work at the discretion of the teacher.

Absence Intervention Team: The school-based absence intervention team will establish a student-centered absence intervention plan by identifying specific barriers and solutions to attendance problems.

Membership of each team should vary based on the needs of each individual student, but each team is required to include:

- A representative of the school or district;
- Another representative from the school or district who has a relationship with the child;
- The child's parent/guardian.

The Absence Intervention Team may also include:

- School psychologist, counselor, or social worker;
- Representatives from a public or non-profit agency;
- A case worker from Children Services if there is an open case or if the child is in foster care.

*NOTE – excused absences are defined as medical, legal, or parental excuses with documentation. After 38 hours in one school month or 65 hours in one school year of absences, all other absences from school will require additional information and/or documentation in order for the absence to be considered excused. Documentation, other than parent notes provided for excused absences from school, is reviewed by the dean or designee.

Out-of-School Suspension days may be counted when determining withholding course credit due to attendance at the end of first semester and at the end of the school year. Total days out of class/labs must not exceed the maximum listed amount, or credit may be withheld.

Notice of Referral to Parent Education Program

Parents of a truant student may be assigned to the county program located in Gallia, Jackson, and Vinton Counties for failing to comply with compulsory Ohio attendance laws. Attendance in the county program is mandatory. Failure of the parent to attend this program may result in a complaint of Parental Education Neglect being filed in the Juvenile Court that has jurisdiction based on the location of the school. A parent found guilty of this charge may be fined up to \$250.00 and may be incarcerated up to 30 days in the County Jail. A truant student as used in this section, is a habitually truant student, as defined in the Ohio Revised Code [2151.01.1 (A) (19)] which states, "any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for five or more consecutive school days, seven or more school days in one school month, or twelve or more school days in a school year."

In accordance with Section 3321.13 of the Ohio Revised Code, any student who:

- is a child of compulsory school age and has withdrawn from school for a reason other than a change of residence and is not enrolled in and attending an approved program to obtain a diploma or its equivalent;
- is a child of compulsory school age and has been absent without legitimate excuse for more than ten consecutive school days or at least fifteen total school days;
- is suspended or expelled from school pursuant to Ohio Revised Code 3313.66 and the reason for the suspension or expulsion is the use or possession of alcohol, a drug of abuse, or alcohol and a drug of abuse; may be recommended for suspension of his/her driver's license.