

## **ATTENDANCE – Absences**

There is a direct relationship between attendance and learning. Attitudes regarding the value of education and the importance of study are shaped by parental priorities regarding school attendance. It is imperative that parents/guardians support the importance of school attendance by not asking for or supporting unnecessary absences.

A student's absences from school can be excused a maximum of 10 instances per school year by a parent/guardian note. All other absences require official documentation to be considered excused (i.e. doctor's note, court documentation, etc.).

A student's parent/guardian is required to notify the school attendance office by 8:30 A.M. each day the student is absent or will be late. The attendance office has a 24 hour voicemail at 614-864-5332 extension 1114. Absence excuses can also be emailed to [attendance@patriotprep.com](mailto:attendance@patriotprep.com) or communicated via SchoolPass. Contacting the student's teacher(s) does not count as contact to the school – the attendance office must be notified. If a parent/guardian fails to contact the school, the school will contact the parent/guardian to notify them of the absence.

A written excuse (*can be handwritten, emailed, or an entry in school pass*) to the attendance office is required within 5 school days of returning to school for the absence(s) to be excused. If a note or medical documentation is not received within 5 school days, the absence will remain unexcused. A note must include the first and last name of the student, grade level, date(s) of the absence, reason for the absence (only permissible excuses considered), and a signature of the parent/guardian (written or electronic).

Reasons for absences are not automatically excused when accompanied by a note signed by the parent/guardian. The school makes the final judgment on excused/unexcused absences. Parents/guardians may be called for clarification.

Permissible excuses for absences, as per Ohio Revised Code 3301.69.02, are as follows:

1. Illness of the student – Students should be 24 hours free of fever before returning to school
2. Illness in the family necessitating the presence of the child
3. Serious illness or death in the family, up to 18 hours (3 days) unless a reasonable cause for a longer absence
4. Observance of religious holidays consistent with the student's truly held beliefs
5. Medical or dental appointment\*  
\*A doctor's appointment does not excuse a student from school ALL DAY unless proof is shown to merit this. Students are expected to be at school before the appointment, acquire all missed assignments and return after the appointment. Students who fail to have documentation for the entire day will receive an unexcused absence for *half the hours of the school day*.
6. College visitation (with documentation from the college)
7. Quarantine of the home
8. Required Court Appearance
9. ***Absence due to a student being homeless***
10. ***Absences due to a student's placement in foster care, change in foster care placement, or any court proceedings related to their foster care status***
11. Explained Emergency or other Circumstances (Documentation of the emergency must be received and reviewed by school or will remain unexcused)

If a student has more than three consecutive days absent, an excuse from the physician is required for them to be considered excused.

Any other reason will be considered unexcused. The law does not excuse absences for truancy, car trouble, alarm failure, oversleeping, traffic conditions, no ride, missing bus, hair appointments, work, shopping trips, entertaining visiting family or relatives, etc. Any days missed due to discipline will be considered unexcused and counts towards truancy per Ohio law.

Students must be in attendance at school for an entire day to participate in after school activities unless a prearranged absence has been approved.

### **ATTENDANCE – Prearranged Absences**

Pre-arranged absences for family vacation trips are excusable provided they are known and approved by the principal at least **one week prior** to the planned absence. Parents/guardians should request and complete a “Request for Absence” form from the school (office or website) and turn it into the attendance office. Upon approval, the parent/guardian will be notified via email. If a “Request for Absence” form is not received prior to the absences, they will be considered unexcused. Armed services testing, family trips, weddings, and “Take Your Child to Work Day” requires a “Request for Absence” form.

The student is responsible for collecting any homework prior to the dates of absence. Upon return, the student will have the same number of days to make up the work as he has missed. Each day of the pre-arranged absences is counted toward the total number of parent/guardian excused absences for the year and should not exceed 34 hours (5 days per year).

### **ATTENDANCE – Truancy**

72 Hour Rule: As per Ohio Revised Code Section 3317.034(C) ....The student fails to participate in learning opportunities and the school has not received an excused absence for seventy-two continuous hours. If a student is withdrawn from the district for failure to participate in learning opportunities under division (C) (1)(a)(v) of this section and the district board determines that the student is truant, the district shall take the appropriate action required under sections 3321.19 and 3321.191 of the Revised Code.

The school recognizes excessive absences as:

As per Ohio Revised Code Section 3321.191 (C) (1), Excessive Absences is when a student is absent with or without legitimate excuse for any of the following:

- Thirty-eight (38) or more hours in one month, or
- Sixty-five (65) or more hours in one school year

When a student is excessively absent from school, the following will occur:

1. The school will notify the student’s parents/guardians in writing within seven (7) days of the triggering absence;
2. The student will follow the school’s plan for absence intervention; and
3. The student and family may be referred to community resources.
4. The student may be evaluated by Administration for possible retention due to absences at or above thirty-one (31) days (203 hours).

The school recognized habitual truancy as:

As per Ohio Revised Code Section 2151.011 (B) (18), Habitual Truancy is when a student is absent without legitimate excuse for any of the following:

- Thirty (30) or more consecutive hours, or
- Forty-two (42) or more hours in one month, or
- Seventy-two (72) or more hours in one school year

When a student is habitually truant from school, the following will occur;

1. Within seven (7) days of the triggering absence, the school will select members of the absence intervention team and make three attempts to secure the participation of the student's parent on the absence intervention team.
2. Within ten (10) days of the triggering absence, the student will be assigned to the absence intervention team;
3. Within fourteen (14) days after the assignment of the team, the school will develop the student's absence intervention plan;
4. If the student does not make progress under the plan within sixty-one (61) days or continues to be excessively absent, the school will file a complaint in the juvenile court.
5. The student may be evaluated by Administration for possible retention due to absences at or above thirty-one (31) days (203 hours).

#### **ATTENDANCE – Tardiness**

School begins at 8:15am. A student is considered tardy if he or she is not in his seat when the bell begins ringing. A tardy will not be excused for parent/guardian's work schedule, car trouble, alarm failure, oversleeping, traffic conditions, no ride, missing bus, work, shopping trips, entertaining visiting family or relatives, etc.

Excused and unexcused tardies will count towards excessive absences. Unexcused tardies will count towards habitual truancy.

#### **ATTENDANCE – Leaving School**

All parents/guardians coming during class time to pick up students for medical appointments or other excused absences must report to the school office and not to the student's classroom. The parent/guardian must come to the school office and ask for the student, and the office personnel will then call the student. The parent/guardian must sign the official sign-out board before the student may be dismissed. Upon return, a student should turn in the doctor's note or the dismissal will be considered unexcused. A dismissal will not be excused for parent/guardian's work schedule, car trouble, transportation issues, hair appointments, work, shopping trips, entertaining visiting family or relatives, etc.

Excused and unexcused dismissal will count towards excessive absences. Unexcused dismissals will count towards habitual truancy.

A parent/guardian taking a student out for lunch period must be back when the scheduled lunchtime is over, or the time away is unexcused. The parent/guardian must sign out the student on the official sign-out board before the student may be dismissed and sign them back in when they return. The amount of time missed will count towards excessive absences.