



## **ATTENDANCE POLICIES**

### **Chillicothe 7-12**

Philosophy: The Chillicothe Schools have a commitment to provide a formal quality education to its students. To achieve this goal, students must consistently be in attendance at school.

All students are expected to be in all classes and study halls. Attendance and promptness to class is the responsibility of each student and his/her parents or guardian. Attending classes and being on time allows the student to benefit from the school's program in addition to developing habits of punctuality, self-discipline, and meeting responsibilities.

Students must attend school regularly if they are to derive maximum benefits from the educational process such as:

- Class discussion
- Group activities
- Dialogue between student and teacher
- Lectures
- Quizzes, tests, and examinations
- Films
- Guest speakers
- Special instructions
- Individualized assistance

Teachers have a commitment to provide classroom instruction which will be dynamic, productive, creative, and instructive. Without consistent, timely student attendance, it is extremely difficult, if not impossible, for teachers to meet these educational goals. Continuity in the learning process is seriously disrupted through a student's excessive absences. Make-up work is not a good substitute for classroom attendance.

Generally, students who have good attendance have demonstrated higher grades, enjoy school more, are better citizens and are more employable after leaving high school. The lack of good attendance usually causes students to achieve a level below their potential; these students frequently experience academic difficulty in school. Therefore, to ensure the highest level of student success, Chillicothe Schools will work cooperatively with parents and students to promote increased student attendance. This policy will be based on state attendance standards, clear and enforceable guidelines, and positive motivation for good attendance.

**Compulsory Attendance:** Section 3321.04 of the Ohio Revised Code provides that every parent, guardian, or other person having charge of any child of compulsory school age must send such child to school for the full time the school is in session. Such attendance must begin within the first week of the school term or within one week of the school term, or within one week of the date on which the child begins to reside in the district.

THE STATUTES GOVERNING SCHOOL ATTENDANCE ARE VERY SPECIFIC AND LEAVE LITTLE OPTION FOR SCHOOL AUTHORITIES TO EXCUSE CHILDREN FROM SCHOOL.

The Ohio Revised Code, Administrative Code 3301 classifies absences from school as EXCUSED or UNEXCUSED. The Ohio Revised Code identifies the following conditions as constituting reasons for excused absence from school:

1. Personal illness: The administrator may require the certificate of a physician if he/she deems advisable.
2. Illness in the family necessitating the child's presence. A written statement from a physician may be required.
3. Quarantine of home: Absence is limited to the length of quarantine as fixed by proper health officials.
4. Death of a relative: Absence is limited to a period of three days unless a reasonable cause may be shown.
5. Medical or dental appointments: The administrator may require a doctor or dental slip as to why the absence was necessary.
6. Observance of religious holiday: Absence was for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs.
7. Emergency or set of circumstances which in the judgment of superintendent of schools constitutes a good and sufficient cause for absence from school.
8. College visits. The approving authority may require verification of date and time on this visit. Seniors have a limit of three days per year. Applications shall be made with the guidance counselor. Students in grade 11 may be allowed the same privilege with adult/parental supervision. College visitations may not be excused during the first and last two weeks of school. These absences will not be included in the denial of credit.

The final responsibility for educational assignments will rest with the parent/guardian of the child; the parent/guardian must not expect work missed by their child to be re-taught by the teacher.

#### Chillicothe City Schools Attendance Procedures/Expectations

The district attendance policy will be distributed to parents at the beginning of each school year. Each school will review the procedures and expectations with all students no later than the first week of school. Parents are expected to review the policy with their child as well. Each building will provide opportunities to recognize students for excellent attendance each grading period. Each building will provide an incentive program to encourage and reward students demonstrating excellent attendance. Consideration will also be given to recognize students who improve their attendance from one grading period to the next. Any student who has exemplary attendance (missing three or fewer days) or perfect attendance for the school year will be recognized by the Board of Education at the June Board Meeting.

A parent or medical note is required to be turned in to the school within two days of returning from an absence for all absences. If not, the absence will be considered as unexcused.

## CCSD Student Homework Attendance Responsibility Program (SHARP)

Students in grades K-12 who are absent for more than 8 days (excused or unexcused) or have more than one unexcused absence will be required to attend the Student Homework Attendance Responsibility Program (SHARP) sessions. Students having Academic Difficulties combined with Attendance Problems will be given priority when assignments are made to SHARP. Students are required to make up all unexcused absences or assigned time by the timeline determined by the principal or designee by attending SHARP sessions. Students will attend SHARP sessions for excessive tardies to school at the discretion of the principal. Transportation to and from SHARP sessions is the responsibility of the parent/guardian.

SHARP is designed to provide a great opportunity for students to improve their academic performance and attendance and to assist students in overcoming their academic difficulties caused by chronic absences.

1. The tutoring/make up sessions will be held after school as scheduled and announced by the building principal.
2. Failure to serve the assigned tutoring/make-up sessions may result in a loss of privileges and/or disciplinary consequences at the discretion of the building principal:
  - Loss of some or all student privileges (field trips, classroom parties, recess, field day, etc.)
  - Loss of driving/parking privileges for high school students
  - Loss of privileges to attend or participate in all after-school activities (dances, athletic events, extracurricular events, etc.)
  - Loss of participation in extracurricular activities including sports, clubs, musical groups, etc.
  - Assignment to Summer School
  - Any other disciplinary action as determined by the building principal.
3. Transportation to and from tutoring/make-up sessions is the responsibility of the parent/guardian.
4. Continued absence from school could result in:
  - Referral to Ross County Juvenile Court
  - Retention in current grade level

SHARP sessions will be held after school. Any absences still needed to be made up by students at the conclusion of the school year may be done in summer school. There may be additional opportunities for students to make up days after school during the month of May but SHARP sessions may conclude at the end of April each school year.

As a district we are confident that the changes mentioned above to the attendance policies will not only deter students from missing school but also improve student achievement. One way or another, students of the CCSD will learn, do their work, and attend class whether that is during the normal school day or after school at the aforementioned tutoring sessions. We care about students and we, as a school district, feel the policy changes are in the best interest of the students.

## **MEDICAL STATEMENTS**

A medical statement from a doctor will be required by the Attendance Office for absences totaling more than six (6) days during one semester or for absences totaling more than twelve (12) days during the school year. Extended illness may require exception to this rule.

## **MANDATED JUVENILE COURT ATTENDANCE PROCEDURES**

At one unexcused absence/tardy, school officials make the first contact by writing to the parent. The school will mail the "Be a Winner" letter and the "Laws Regarding School Attendance" to the parent.

On the request of the Superintendent, or when it comes to the attention of the school attendance officer or other appropriate officer of the District, the designated officer must investigate any case of supposed truancy within the Chillicothe City Schools and must warn the child, if found truant, and the child's parent in writing of the legal consequences of being a "habitual" truant.

The parent is required to have the child attend school immediately after notification. If the parent fails to get the child to attend school, the attendance officer or other appropriate officer, if directed by the Superintendent or the Board, must send notice requiring the child's parent to attend a parental education program.

This program has been established according to the rules adopted by the State Board of Education for the purpose of encouraging parental involvement in compelling the child's attendance at school.

### Definitions:

1. habitual truant - any child of compulsory school age who is absent/tardy without a legitimate excuse for 30 hours or more consecutively, 42 hours or more in a school month or 72 hours in a school year.
2. school day - the school day as established by the State Board of Education.
3. school month - consists of four school weeks and a school week consists of five school days.
4. school year - beginning the first day of July of each calendar year and ending the 30th day of June of the succeeding calendar year.
5. unruly child - any child that does not subject the child's self to the reasonable control of the child's parents, teachers, guardian or custodian, by being wayward or habitually truant.
6. delinquent child - any child, except juvenile traffic offender, who violates any law of the State of Ohio including a child who violates a court order regarding the child's prior adjudication as an unruly child for being habitual truant.
7. Attendance Intervention Team (AIT) – Students with attendance problems may be assigned to meet with the Attendance Intervention Team. Team membership can include principal, social worker, counselor, attendance officer, teacher, parent/guardian, student, and any other stakeholder deemed appropriate. Parents/guardians are an integral part of the AIT. Three (3)

meaningful, good faith attempts to secure participation of parents/guardians on the AIT will occur.

8. Attendance Intervention Plan – a plan developed by the school’s Attendance Intervention Team to help the student improve attendance.

The courts may order the “habitually truant” child not be absent without legitimate excuse from school for five or more consecutive days, seven or more school days in one school month or twelve or more school days in a school year.

Regarding “habitual” truants, the Board must take as an intervention strategy any appropriate action contained in the Board policy, or the Board may file a complaint in juvenile court jointly against the child and the parent. The complaint must state that the child is an “unruly child” by virtue of being a “habitual truant”, and that the child’s parent violated the School Attendance Law.

For the correction of the habitually truant unruly child, the courts may now order the Board to require the child to attend an alternative school.

The district will utilize an Attendance Intervention Team at the following absence intervals to make every effort to help a student improve his/her attendance. Attendance Intervention Plans will be in place to provide direction and support for improved attendance to school. These teams will individualize the plans in order to best support each student. Ongoing meetings may be necessary to adjust plans and readdress the individual’s needs. The district will make every attempt to inform parents/guardians and include them in the creation and implementation of the plans.

<b>Student Absences</b>	<b>Within 7 Days</b>	<b>Within 14 Days</b>	<b>On-going</b>	<b>61 Days from Plan Date</b>
<b>Unexcused Absences</b>	Parents notified and letter sent home regarding absences and invitation to attend the Attendance Intervention Team Meeting.	Attendance Intervention Team meets to develop a plan for improved attendance.	The Attendance Office and Team will monitor progress with the plan and make adjustments to the plan as needed on an individual basis.	Attendance Intervention Plan implemented and reviewed by the Attendance Intervention Team. By 61 Days from the Plan date, the district attendance officer shall file a complaint to the juvenile court if the child has refused to participate or failed to make satisfactory progress with the plan.
<b>30 Consecutive Hours</b>				
<b>42 Hours in a month</b>				
<b>72 Hours in a year</b>				
<b>Excused Absences</b>	<b>Within 7 Days</b>	<b>Within 14 Days</b>	<b>On-going</b>	<b>61 Days from Plan Date</b>
<b>38 Hours in a month</b>	Parents notified and letter sent home regarding absences and invitation to attend the Attendance Intervention Team Meeting.	Attendance Intervention Team meets to develop a plan for improved attendance.	The Attendance Office and Team will monitor progress with the plan and make adjustments to the plan as needed on an individual basis.	Attendance Intervention Plan implemented and reviewed by the Attendance Intervention Team. By 61 Days from the Plan date, the district attendance officer shall file a complaint to the juvenile court if the child has refused to participate or failed to make satisfactory progress with the plan.
<b>65 Hours in a year</b>				

### **Absences May Impact Promotion**

Any student who is truant for more than 10% of the required attendance days of the current year and has failed two or more of the required curriculum subject areas in the current grade is retained unless the student's principal and teacher of the failed subject areas agree that the student is academically prepared to be promoted. "Academically prepared" means the principal, in consultation with the student's teacher(s), has reviewed the student's work and

records and has concluded that, in his/her judgment as a professional educator, the student is able to progress through and successfully complete work at the next grade level.

### **Open Enrollment**

Open Enrollment policies are available to interested parents by picking up a copy at the Chillicothe City School District Office, 425 Yoctangee Parkway, Chillicothe, Ohio 45601.

### **Denial of High School Credit**

A large part of any student's learning takes place with the interaction which occurs in a classroom. It is imperative that students maximize their learning by actually being in class. Therefore, students may lose credit for any course in which they exceed 15 unexcused class absences per semester course or 30 unexcused absences per year-long course.

School sponsored activities and approved college visits are not included in these totals.

1. Long-term Medicals - The Attendance Office will check long term medical notes before a denial letter is issued. Teachers will be informed of these special circumstances.
2. Appeal of Denial of Credit - Parents, students, and teachers may appeal the denial of credit. The Attendance Office representative, a grade level administrator, a grade level counselor, and three teachers will review the case.
3. The review board will meet near the end of each semester to review all appeals. Students are required to remain in class and encouraged to build the strongest possible academic record. The Attendance Office will review the denials for the committee. Parents and teachers will be notified of the results of the appeal.
4. The final appeal is at the Superintendent level. Parents, students, and teachers may appeal the Committee's decision to the Superintendent who will make the final decision.

### **Absences May Impact Driving Privileges**

If a student of compulsory school age has been absent without legitimate excuses for more than 60 hours consecutively or a total of 90 hours, the Board authorizes the Superintendent to hold a hearing for the purpose of denying said student's driving privileges by notifying the registrar of motor vehicles and the juvenile judge in the county.

### **Make Up Work**

It is the responsibility of the student to get assignments and complete them in the time allotted. The number of days allowed to complete the missed work is equal to the number of days the student was absent.

Regardless of the absence type (excused, unexcused, or suspended), students will be expected to make up the work and be held accountable for learning all material they missed. Any student who is absent from school (excused, unexcused, or suspended) will have 1 additional day for every day he/she missed to make up his/her work for up to full credit (100%) (e.g., absent 2 days = 2 days to make up work missed).

Any student who exceeds the allotted time to turn in an assignment for full credit, can still turn in late work for partial credit. Any work, up to one {1} week late, must at least be given the

opportunity to earn 75% on the assignment they turn in. Work turned in between one and two weeks late, must at least be given the opportunity to earn 60% on the assignment they turn in.

The end of the 9 weeks is the cut off point for teacher to accept late work from students for full or partial credit unless the teacher decides to give the student an incomplete for the 9 weeks.

Students who have not completed their regular assignments are not eligible to perform extra credit assignments until they have completed all their regular class assignments.

Each building in the CCSD should create opportunities within the school day for students to complete missing work such as After-School Attendance Program, Lunch Study Sessions, Recess Study Tables, etc.

### **CCSD 7-12 ABSENT/TARDY PROCEDURES**

1. Parents are required to call the school every day students are absent. (Call numbers listed on Pg. 11, preferably between the hours of 8:00 a.m. and 9:00 a.m.)
2. Upon their return, each student is to secure a pass and signature from the staff member in the attendance office prior to 8:05 a.m. to excuse absences or tardies.
  - A. These notes should be from either the parent/guardian or doctor verifying the reason for absence.
  - B. Students failing to report with proper note within two (2) school days following their absence will be marked unexcused.
  - C. Include in the note: student's name and grade, date(s) of absences, reason(s) for absences, name and signature of parent/guardian (attach medical/legal statement if applicable).
  - D. To maintain eligibility for a given day's extracurricular activities (e.g., practice, rehearsal, game, performance, etc.) at Chillicothe High School, students and/or student-athletes should be in attendance at school at least half of the school day and provide a parent or doctor's note to excuse their partial day absence from school by 3:15 p.m. on the day of the absence. Students are allowed up to twelve (12) parent notes to excuse tardies and/or absences from school. This means that, if they exceed 12 tardies or absences, a doctor's note will be required for the absence to be excused.
3. A student is considered tardy if he/she is not in homeroom by 8:10 a.m. Any student who is tardy to school must report to the attendance office immediately.
4. **ARRIVING TO SCHOOL**  
8:10 a.m. - 8:25 a.m. Tardy  
A student must sign in by 10:55a.m and stay the duration of the school day on his/her respective academic schedule to be counted as a half-day AM absence.  
After 10:55 a.m.: Partial Day Absence
5. **DEPARTING FROM SCHOOL**  
8:10 a.m. – 11:00 a.m. Partial Day Absent  
A student must report on time and stay until at least 11:01 a.m. to be counted as a half-day PM absence.

The only exception to this policy (i.e., the only way that an individual will be allowed to miss an entire school day and still participate in that evening's event) is if a student and/or student-athlete obtains a pre-approved absence through the attendance office and gains administrative approval for said absence.

### **SIGN-IN/SIGN-OUT**

During school hours, the school is legally responsible for each student. Therefore, it is necessary to establish rules in order to fulfill this responsibility. Student sign-outs will be limited to illness and medical or legal appointments

a. Under no condition are students to leave the school building without first reporting to the Attendance Office and receiving permission to leave.

b. No student will be excused from school during school hours without a note from home that is presented to the Attendance Office, except in case of illness.

c. In the case of illness, the school will look to the contact information on the emergency medical card and then will contact the student's home to determine if someone is there to care for the student.

d. Students who need to be released early must present a note from the parents to the Attendance Office prior to 8:10 a.m. for approval.

e. All students are to remain on school grounds during the school day and until official departure.

## **PERFECT ATTENDANCE**

Students are considered to have perfect attendance when it can be shown that they have neither had a tardy, an early departure, nor an absence – whether excused or unexcused - from school for that grading period or the entire year.

## **WITHDRAWING 18 YEAR-OLD OR OLDER STUDENTS**

Background: ODE Guidance

Students 18 years old or older can withdraw themselves.

Students cannot be withdrawn for nonattendance simply because they are 18.

If a student is 18 years old or older and has not provided excuses to the district for his or her absences, the district must document its efforts to attempt to ascertain the location of the student and when the student is expected to return.

If the district is unable to ascertain information concerning whether or when the student will return, the district must follow the appropriate attendance and truancy laws and policies and may withdraw the student accordingly.

Note: Students on an IEP, those who have a disability, or those who are/were in foster care cannot be withdrawn from school for any reason unless the student or guardian is compelled to do so.