

T2 HONORS ACADEMY--North

Attendance Policy

Legal Requirement

Ohio Revised Code, Section 3321.01:

All children between ages six (6) and eighteen (18) are of compulsory school age and must attend school.

Ohio Revised Code, Section 3321.03:

It is the parent's responsibility to cause the child to attend school.

Reporting and Monitoring Student Absences

It is the obligation of the parent/guardian to report the child's absence or tardy each day the student is absent.

- The parent/guardian should phone the students school building within 2 hours of the start of the school day each day the student is absent. Afternoon kindergarten parents/guardians must call by 2:00 PM. The parent/guardian may be required to provide a password/code to identify themselves as the parent/guardian of the absent student.
- A school logged parent/guardian phone call received by the attendance office, on each day of the student's absence, for any of the excused absences below, is sufficient to excuse the child's absence. **After the student's eighth (8th) parent phone call, upon the student's return to school the parent/guardian shall provide written documentation from a treating physician, nurse practitioner, or physician assistant stating the day(s) absent and reason for such absence.**
- Written documentation from the parent/guardian/non-doctor note may be in the form of an e-mail or fax to the proper school authority or directly from a physician's office, if permitted by the physician's office.
- If within five (5) school days after returning to school following an absence, written documentation has not been received, the absence will be "unexcused."
- The parent/guardian (and not the school) maintains responsibility to make certain the telephone call and/or absence note was submitted to the proper school attendance authority in a timely fashion.
- If the parent/guardian fails to contact the school and school personnel have to initiate contact with the parent/guardian via phone call and they DO NOT make direct contact with a parent/guardian the absence will be considered unexcused until a parent/guardian makes direct contact with the attendance office on the day of the students absence. After that date, the student must submit a written parent note within 5 days to excuse the absence.
- ***During Remote Learning***
 - ***Students will follow their normal schedule. The Secretary will take attendance by joining each teachers 1st and 2nd period class. Students will be required to have their video camera's on. The secretary is then responsible for contacting parents to inform them of their scholars absence or need to enter the meeting for instruction.***
 - ***The secretary will notify all teachers of students in attendance first and second period. Teachers will notify the secretary if a student not on the attendance list reports during the first or second period class.***
 - ***The Dean of Students or other selected official will monitor attendance throughout the day by going into each class to check attendance. If a scholar is not present but was present earlier, a phone call or email will be sent to the parent to let them know that their scholar is not present.***

Excused Absences

- Personal illness or injury.
- Medical or dental appointments (partial days, in most cases).
- Illness or death in the family.
- Funeral of immediate family member or relative.
- Quarantine.
- Religious holiday (not counted against the eight (8) day rule).
- Appointments for court.
- Pre-approved absences. Five (5) days per year approved in advance by the principal. These days shall be included in the eight (8) day absence rule.
- Head lice. Children excluded from school due to head lice are allowed one (1) excused absence on two (2) separate occasions in a school year. Absences beyond this number are unexcused unless the additional absences are covered within the eight (8) parent/guardian notes or a physician et al. excuse.

- Emergencies and other reasons deemed good and sufficient by the principal.
- ***While students are remote learning, the following scenarios would be deemed excused absences:***
 - ***Temporary internet outage for individual students or households***
 - ***Unexpected technical difficulties for individual students or households, such as password resets or software upgrades occurring at inopportune times, such as during a teacher led remote learning lesson.***
 - ***Student absence due to COVID19***

Unexcused Absences and Tardies

The school administration will make the final decision whether an absence/tardy is excused or unexcused. In general, unexcused absences/tardies include (but are not limited to):

- Missing the school bus.
- Experiencing transportation problems at home or on the way to school.
- Remaining at home to complete school assignments.
- Missing school without legitimate illness.
- Oversleeping. Alarm clock (student's or parent's) failed to work.
- "My mom didn't get me up."
- Not having suitable clothing to wear to school.
- Working at a job during the school day without a proper work permit.
- Babysitting.
- Any form of recreation (unless pre-approved absence days).
- Personal business that can be done after school or on weekends.
- "Helping at home" or "Was needed at home."
- "I had a game last night."
- Senior pictures/portraits.
- ***Remote learning:***
 - ***Students who do not attend by 3rd period are considered absent from school.***

Documentation of Absence/Tardy

Generally, eight (8) absences from school per school year or five (5) tardies to school per school year for the reasons identified as "Excused Absences" may be documented by a parent/guardian phone call. Medical notes shall not count against the eight (8) parent/guardian phone calls for absences or five (5) parent/guardian phone calls for tardies. Absences in excess of eight (8) per school year or tardies in excess of five (5) per school year may not be excused by a parent and shall require documentation by the child's treating physician, nurse practitioner, or physician assistant – unless an absence is otherwise excused by the principal due to an unusual circumstance.

The foregoing general rule is for the convenience of school officials in the administration of this attendance regulation. This does not create an entitlement for a child to be absent from school eight (8) days per school year or tardy to school five (5) days per school for reasons other than those identified for Excused Absences. Application of this general regulation may be waived by school officials where circumstances indicate that its application does not serve the child's best interest. Those circumstances include, but are not limited to, the child's and/or the child's siblings' attendance in the current or prior school years.

In all instances where students/parents/guardians have been adjudicated guilty for truancy-related offenses (habitual/chronic truancy and contributing) and are currently under active supervision or probation, excused absences shall be granted only on the condition of a note from a physician, nurse practitioner, physician assistant, or personally excused from school by the school principal.

Nothing contained in this attendance regulation is intended nor should be construed as restricting the discretion of school officials to make such inquiries and request such verification/documentation as is reasonably necessary to determine if an absence/tardy is for any of the reasons identified in this regulation as "Excused Absences."

Medical Excuses

Medical excuses are acceptable documentation of an absence or tardy to school following a personal, in-office or

hospital examination by a physician, nurse practitioner, or physician assistant. Physicians, et. al., may only excuse absences or tardies to school for the specific date(s) the student was under his/her direct medical care - during which the student was medically unable to attend school. Excessive medical excuses may result in the school contacting the physician's office for additional medical documentation.

Chronic Illness Waiver

Beyond a student's initial eight (8) absences, additional absences for a chronic medical condition may be approved in advance by the child's physician, nurse practitioner, or physician assistant without the need for the child to be seen by the physician et al. Parents/guardians shall obtain this Waiver from the school nurse.

Military Provision

Students may receive up to five (5) additional excused absences per school year for the purpose of attending the deployment or return of a military parent/sibling. These days shall be approved in advance by the principal and will not count against the normal eight (8) excused absences provision. Additional days of excused absences may be approved by the principal in special circumstances.

Tardy to School

Five (5) unexcused tardies = one day unexcused absence. Tardy to classes is handled on an in-school basis and is not included in the 5UT's = 1UA provision.

Make-Up Work

Excused absences and tardies allow students to make-up all missed class work, tests, and assignments. The general rule is the length of make-up opportunity is equivalent to the length of the absence. Students are able to make up work in all circumstances, however, the timeframe is based on the discretion of the teacher.

Automatic Withdrawal

A student will be automatically withdrawn from T-Squared Honors Academy after 72 consecutive hours of unexcused absences.

Truancy Defined

Truancy is defined by Ohio Revised Code, Section 3313.609, as "any absence that is not excused."

Consequences of Truancy

5 consecutive Unexcused Absences. Formal notification letter sent to parent/student.

6 consecutive Unexcused Absences. Truancy intervention group meeting @ the district.

9 consecutive Unexcused Absences. Truancy intervention meeting for 5-day meeting "no-shows."

Important Notes: 1) **Parents/Guardians who attend the 5-day intervention meeting need not attend any further truancy meeting** unless they request a special meeting with the principal, attendance officer and/or a truancy court official. 2) Formal court proceedings may be initiated without utilizing the above sequence. 3) Schools may also impose their own sanctions for students who accumulate unexcused absences/tardies. 4) According to ORC 3321.13(B) the Board may authorize the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 10 consecutive days or a total of at least 7 days during semester.

Truancy Charges Filed in Court

Truancy charges may be filed against students (12+ y/o) who become chronic or habitual truants. "Contributing" charges may be filed against the parent(s)/guardian(s).

Chronic Truancy (Delinquency) = 7 consecutive unexcused absences.

10 unexcused absences in four (4) weeks.

15 unexcused absences in a school year.

Habitual Truancy (Unruly) = 5 consecutive unexcused absences.

7 unexcused absences in four (4) weeks.

12 unexcused absences in a school year.

Students admitting to the truancy charge or adjudicated as unruly/delinquent for truancy (and parents/guardians who have pled or been found guilty of a “contributing” charge) may be ordered by the Juvenile Court to accumulate no further unexcused absences or tardies. A Violation of Court Order or Community Control Violation may be filed against the student/parent/guardian for future unexcused absences or tardies. Juvenile Court may retain jurisdiction of students until they graduate, obtain their GED or attain 21 years of age.

ADDENDUM TO ATTENDANCE POLICY 2021-2022

Should a student or students be required to quarantine due to exposure to or illness resulting from COVID-19, the students will be provided with make-up work to ensure that the student continues to engage in learning opportunity hours. Students may complete the work asynchronously through paper packets or synchronously or through online video instruction. Students who complete the work may be considered in attendance if and only if the teacher is able to document the student’s learning hours during this time. Tracking of student participation will be maintained on ODE’s Alternative Learning Opportunity Documentation Log or on a similar template requiring teacher/staff signature.

In these circumstances, the school will document attendance and the basis for the quarantine. The school will follow all requirements for contact tracing and reporting to the local health departments.

The school will follow the requirements of ORC 3314.08 (H)(4) during times that the whole school must close which shall only be considered in extraordinary circumstances. An extraordinary circumstance resulting in potential school closure could be when more than 50% of the student body is absent and/or quarantined, or if 25% of the teachers and staff are quarantined and/or absent. The School will ensure the current Ohio Department of Education’s FTE Manual is followed:

The School’s EMIS calendar will match that of the Board adopted operational calendar:

- a. Beginning and ending dates for students must match*
- b. The number of annual instructional hours must be correct and distributed proportionately across the calendar addressing any adjustments in schedule and must meet a minimum of 920 hours that the school is open for instruction.*
- c. Each school day must contain the number of instructional hours needed to meet daily and annual education requirements as stated in the community school contract.*
- d. Each school day educational hours/minutes must align with instructional hours indicated in EMIS and in the annual calendar (not counting lunch and recess).*

The School will ensure report to the board on monthly attendance and quarantine concerns. Instances of compliance with students or groups of students working through Addendum to Attendance Policy procedures due to COVID-19 illness or exposure to illness will be reported to the board and the sponsor on a monthly basis.

If the school’s circumstances would cause consideration of whole school closure, the school will immediately report such to the board and the sponsor prior to making such determination or announcing the decision and details of the potential closure to families and stakeholders.

FRAMEWORK FOR DAILY IMPLEMENTATION OF MONITORING

MTTS Attendance Decision Framework

Step 1:

Begin Tier 1 Attendance

1. Monitor attendance daily
2. Run Truancy Trigger Report weekly to identify excessive absences (65 missed school hours)
3. Run Student ADM & ADA Report Detail to obtain student attendance rate (below 90%)

4. Does the student have more than 65 missed hours? If no, continue to monitor at Tier 1. If yes, proceed to Step 2.

Step 2:

Begin Tier 2 Attendance Interventions

Timeframe: 4-6 weeks

Establish an Intervention Plan in ProgressBook

1. Create an Intervention Team
2. Send Truancy Warning letter for Excessive Absences to the parent/guardian
3. Update student regarding their attendance rate via email
4. Monitor students for the next four weeks. If the student improves his/her attendance rate, continue to monitor on Tier 1. If the student does not improve, proceed to Step 3.

Step 3:

Begin Tier 3 Attendance Interventions:

Timeframe: 4 weeks

1. Create an Intervention Plan and document it in ProgressBook
2. Set up a face-to-face meeting with parent(s)
3. Establish Personal Goals for students who have not shown improvement
4. Update students regarding their attendance rate weekly or whenever the student signs in late at the front office. Students will write his/her name, attendance rate percentages, and sign/initial the Attendance Rate Form to confirm/track their weekly attendance rate
5. Create a spreadsheet identifying how many days the student has attended for that week
6. Send bi-weekly notifications of attendance rate to parent/guardian
7. Monitor student(s) for the next four weeks. If a student shows improvement, continue to monitor on Tier 2. If the student does not improve, establish judicial contact.

Updated : 4/30/2025

