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**Attendance Policy Violation Letter**

Dear student name & parent guardian name(s) of student:

Date

This letter is to notify you that Student Name is in violation of the truancy policies of the state of Ohio and the Board Policy of the Austintown Local School District. These policies are outlined in the district's student handbook and are outlined below:

**Section 3: Student Attendance Guidelines and Procedures**

Attendance is responsible for maintaining accurate records of absence, tardiness, truancy, and early excusals. A student must attend school regularly to benefit from the educational experiences offered by Austintown Local Schools. A child between six and eighteen years of age is "of compulsory school age" for the purpose of sections 3321.01 to 3321.13 of the Revised Code. A child under six years of age who has been enrolled in kindergarten also shall be considered "of compulsory school age" for the purpose of sections 3321.01 to 3321.13 of the Revised Code unless at any time the child's parent or guardian, at the parent's or guardian's discretion and in consultation with the child's teacher and principal, formally withdraws the child from kindergarten.

**Attendance Guidelines and Procedures Revised (2017-18)**

**The Austintown Local School District recognizes three (3) different kinds of absences:**

**I. Verified**

In this case, the attendance office was notified the day of the absence and the student brought in a signed, dated note from a physician, a document indicating a court appearance, or evidence of one of the following reasons for absence from school as permissible by the Ohio Revised Code:

The Ohio Revised Code and Board Policy permit students to be absent from school for the following reasons:

1. Personal illness
2. Family illness (medical verification may be required if it is deemed appropriate).
3. Quarantine of the home (The absence of the child is limited to the length of the quarantine as determined by proper health officials).
4. Death of a close relative - three (3) days maximum unless reasonable cause shown otherwise.
5. Observance of Religious Holidays.
6. Family emergency - it must be an acceptable reason in the judgment of the grade principal. The fact that the parent knows where his/her child is, if not in school, does not make the absence legal or verified.
7. Medical or dental appointments that cannot be arranged during non-school hours.
8. Authorized school-sponsored activities.
9. College Visitations (In accordance with the Senior Level College Planning Visitation provisions of this student handbook).

- **Due to the changes with House Bill (HB) 410, handwritten parent notes will no longer be accepted in the Austintown Local Schools. Official documentation from a medical provider or other expert within the above allowable categories will be considered.**

## **II. Excused:**

In this case, the student was absent because of personal illness, family illness, or other reasonable situations.

## **III. Unexcused:**

An unexcused absence is defined as missing class or school without a legal reason. These days will also count toward the “Excessive Absence Policy.”

### **Habitual Truancy**

House Bill (HB) 410 made several significant changes to district obligations for working with students who are truant. It also made changes to student discipline. Under the revised law, the term “chronic truant” has been removed. The term “habitual truant” still is used, and the definition has been updated, removing references to “days” and replacing them with “hours.”

Under the revised definition, a **habitual truant** is defined as “any child of compulsory school age who is absent without legitimate excuse from the public school the child is supposed to attend for 30 or more consecutive hours, 42 or more hours in one school month or 72 or more hours in a school year,” (Ohio Revised Code (RC) 2151.011(B)(18)). The law expands the jurisdiction to juvenile courts in dealing with parents of truant students and creates a new option allowing the court to order school districts to place a child in an alternative school if one has been established.

**Excessive Absence Policy:** Since the Austintown Local School District encourages progressive instruction with an emphasis on activities that are student-centered, hands-on, and cooperative, it is sometimes impossible to duplicate a lesson outside the normal classroom setting. Students who exceed a maximum number of absences without verification in a class or the school day may lose academic credit for those courses, be retained in the current grade, or possibly be recommended for an alternative educational placement at the discretion of the superintendent or superintendent’s designee.

**NOTE: The only days or class absences that do not count toward this total are “verified absences.”**

If you wish to meet with us to discuss this matter; please contact our main office at \_\_\_\_\_.

Sincerely,

Principal’s Name