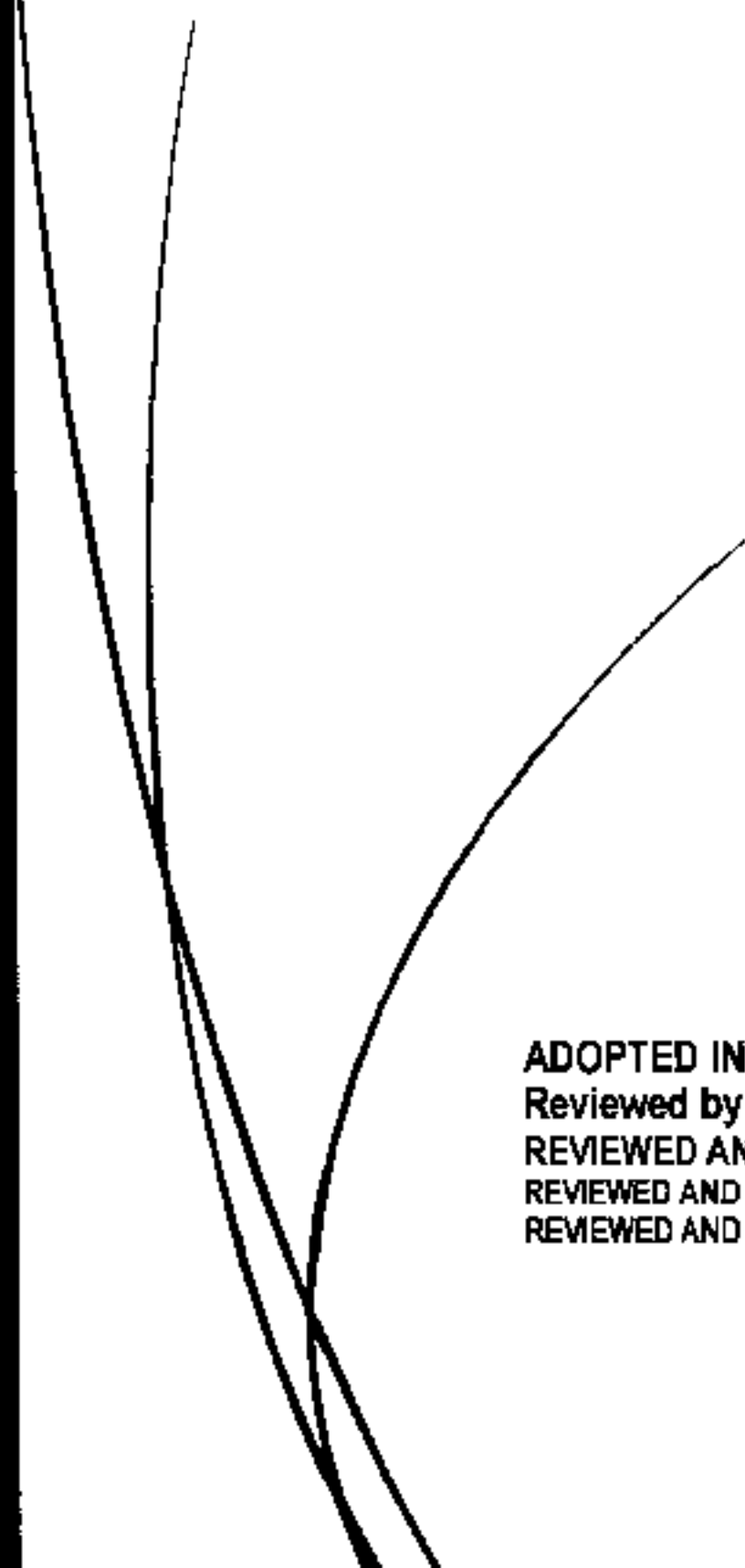


2023-2024

**ANN JERKINS-HARRIS  
ACADEMY OF EXCELLENCE**

**SCHOOL POLICY:  
ATTENDANCE / TRUANCY / WITHDRAWAL  
2023-2024**

442



**ADOPTED IN 2016**  
Reviewed by AEE Governing Authority February 19<sup>th</sup>, 2019 Updated: May 22<sup>nd</sup>, 2021  
REVIEWED AND APPROVED BY AJHAE GOVERNING AUTHORITY December 4<sup>th</sup>, 2021  
REVIEWED AND APPROVED BY AJHAE GOVERNING AUTHORITY OCTOBER 22<sup>ND</sup>, 2022  
REVIEWED AND APPROVED BY AJHAE GOVERNING AUTHORITY--OCTOBER 21, 2023



## **SCHOOL POLICY ON ATTENDANCE / TRUANCY / WITHDRAWAL**

REVIEWED AND APPROVED BY AEE GOVERNING AUTHORITY -- February 19<sup>th</sup>, 2019    May 22<sup>nd</sup>, 2021  
REVIEWED AND APPROVED BY AJHAE GOVERNING AUTHORITY --December 4<sup>th</sup>, 2021  
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REVIEWED AND APPROVED BY AJHAE GOVERNING AUTHORITY OCTOBER 21ST, 20223

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### **AJHAE GENERAL POLICY**

A positive school climate requires students to: follow rules, accept guidance from school staff; respect themselves and others; and be active citizens. AJHAE Governing Board has ZERO TOLERANCE of violent, disruptive or inappropriate behavior by its students. Students conduct shall be governed by the rules and provisions set in place by the Governing Board and School Administration.

Students enrolled at the ANN JERKINS HARRIS ACADEMY OF EXCELLENCE must attend school regularly in accordance with the laws of the State. Any student's parent must notify the School when there is a change in the location of the parent's or student's primary residence and/or personal and emergency phone numbers (pursuant to ORC. 3314.03(A)(33)).

The educational program offered by the School is based upon the presence and punctuality of the student and requires continuity of instruction and classroom participation. Regular school attendance is an important ingredient in students' academic success. Excessive absences or tardiness to school interfere with students' progress in mastering knowledge and skills necessary to be promoted to the next grade.

Evidently, it is important for every student in Ohio to attend school every day. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates. There are many reasons students miss school, but districts often can directly impact their students' attendance. By using data to identify and support students who may need extra support and services, districts can target supports to get students to school every day.

To support academic success for all students, the School will partner with students and their families to identify and reduce barriers to regular school attendance. The School will utilize a continuum of strategies to reduce student absence including, but not limited to:

- Notification of student absence to the parent or guardian;
- Development and implementation of an absence intervention plan, which may include supportive services for students and families;
- Counseling; • Parent education and parenting programs;
- Mediation; • Intervention programs available through juvenile authorities; and
- Referral for truancy, if applicable. Be it known that on HB 410 the definition of 'habitual truant' **changed from days to hours.**

1. The new definition for HABITUAL TRUANCY is:
  - a. Absent **30 or more consecutive hours** without a legitimate excuse;
  - b. Absent **42 or more hours in one school month** without a legitimate excuse; or
  - c. Absent **72 or more hours in one school year** without a legitimate excuse.
  
2. Includes 'excessive absences':
  - a. Absent 38 or more hours in one school month with or without a legitimate excuse; or
  - b. Absent 65 or more hours in one school year with or without a legitimate excuse.
  
3. If a student's absences surpass the threshold for a habitual truant, the Principal or Superintendent of the school district shall assign the student to the **AJHAE Absence Intervention Team**, which will develop an intervention plan for that student.
  - a) The established **Absence Intervention Team** must include the following persons:
    - a. Superintendent (or designee)
    - b. School Leader (or designee)
    - c. Registrar (Attendance Officer)
    - d. Parent's Liaison
    - e. Parent / Guardian / Caretaker
  - b) **Every effort will be made to include in the team a parent, guardian or custodian as a member of the student's absence intervention team. If the student's parent is unable to participate in the Absence Intervention Team, the student's parent may appoint a parent designee, such as a relative or other trusted adult. The designation must be made in a written letter. Additionally, if the parents are NOT responsive to the school requests, the school must determine whether there is cause to report the parents to the county children services agency for abuse or neglect.**
  - c) Notice of the plan developed by the team will be provided to the student's parent, guardian or custodian.
  - d) At no time, however, will any student be expelled or suspended out of school due to excessive absences or truancy.

### **AJHAE DISTRICT RESPONSIBILITIES WHEN A CHILD HAS EXCESSIVE ABSENCES**

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

1. The district will notify the student's parents in writing within 7 days of the triggering absence;
2. The student will follow AJHAE's policy for addressing excessive absences; and
3. The school may refer the student and family to community resources as appropriate.

### **AJHAE DISTRICT RESPONSIBILITIES WHEN A CHILD IS HABITUALLY TRUANT**

A. When a student is habitually truant, the following will occur:

1. Within 7 school days of the triggering absence, ***the school will do the following:***
  - a. Select members of the absence intervention team;
  - b. Make 3 meaningful attempts to secure the participation of the student's parent or guardian on the absence intervention team.
2. Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team;
3. Within 14 school days after the assignment of the team, the district will develop the student's absence intervention plan; and
4. If the student does not make progress on the plan **within 61 days** or continues to be excessively absent, **the school/district will file a complaint in the juvenile court.**

- B. **Be it known that a student's parent, guardian or caretaker is responsible for ensuring that a child in school age attends school on a regular basis.**
- C. **A formal notification/ warning will be sent –via mail- warning parents/caretakers about the legal consequences of being habitual or chronic truant.**
- D. **Medical certification must be presented to the school authorities excusing the student of the school absences or tardiness on record. IF THIS DOES NOT HAPPEN, THE SCHOOL MAY FILE A FORMAL COMPLAINT AGAINST THE PARENT, GUARDIAN AND/OR CARETAKER IN JUVENILE COURT.**
- E. **The school can file a complaint against both the truant student and the student's parents, guardians and/or caretakers. The alleged complaint might be personal neglect due to failure to attend school.**
- F. **In order to avoid filling formal complaint to local authorities, student's parents / caretakers must present valid evidence to justify absences.**
- G. **In addition, if a child is adjudicated unruly or delinquent for habitual or chronic truancy, the Juvenile Court may fine parents and/or caretaker or request custodians to participate in a parental truancy prevention program assigned by the court.**

- H. If the student is habitually truant and the student's parents have failed to cause the student's attendance, the **AJHAE** Governing Board authorizes the Superintendent or the School Leader to inform the student and his/her parents of the truancy record and the intent to notify the Judge of the Juvenile Court of the student's excessive truancy.
- I. The Superintendent and/or School Leader or their designee may act as the School's Attendance Officer or delegate that duty as permitted by state law. The School's Registrar (as attendance officer) shall investigate possible school attendance violations, and is authorized under Ohio law, to serve warrants, to enter places where children of compulsory school age are employed, and to take such other actions as may be necessary to enforce the compulsory education laws.
- J. The Superintendent and/or School Leader or their designee is also authorized to establish a parent education program for parents of students who are habitually truant. Any parent assigned to the program who does not complete the program is to be reported to law enforcement authorities for neglect of parent education, a fourth class misdemeanor, if found guilty.

**DIFFERENCE BETWEEN CHRONIC ABSENTEEISM, HABITUAL TRUANCY AND EXCESSIVE ABSENCES**

	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
CHRONIC ABSENTEEISM	--	--	10% With or without legitimate excuse

**EXCUSED ABSENCES**

Absences due to the following will be excused:

1. Personal physical illness such as to prevent attendance to School.
2. Personal mental illness such that the student will not benefit from instruction.
3. Illness in the family if the student is age fourteen or older.
4. Quarantine of the home.
5. Death in the family.
6. Observance of religious holidays.
7. Court subpoena.
8. Necessary work at home due to absence of parents / guardians.
9. Instruction at home from a qualified person to teach the branches of education in which instruction is required.
10. An emergency or set of circumstances which in the judgement of the School constitutes a good and sufficient cause for absence.
11. If the student is absent from School for the sole purpose of traveling out of state to participate in a School-approved enrichment activity or extra-curricular activity, the School will count that absence as an excused absence, up to a maximum of 4 days per school year. The student must complete any classroom assignments he/she misses due to the absence.
12. Upon return to School, the student must provide the school with a written statement from a parent or guardian stating the cause of the absence, or the absence will be considered UNEXCUSED.

## **WITHDRAWAL**

A student who fails to participate a minimum of 173 school instructional days (1038 programmed instructional hours) (920 hours requested per school year by the state of Ohio) will be automatically withdrawn, unless the student's absence is excused. Otherwise, a parent may withdraw a student voluntarily by signing a Voluntary Withdrawal form with the School Principal or its designee.

**On the other hand, –in case of a withdrawal– parents of any AJHAE student are required to notify the school in which the student is enrolled when there is a change in the location of the parent's or student's primary residence.**

## **DISCIPLINARY ACTION FOR UNEXCUSED TARDINESS OR ABSENCE**

1. Repeated unexcused absences / tardiness shall be grounds for disciplinary action, including participation in Summer School in order to avoid retention in the same grade for not completing the minimum instructional hours expected for the particular school year.
2. A student is tardy to school when arrives school on or after of 9:15am.
3. Any student who, due to medically-documented physical or mental impairment, is absent for an extended period will not be disciplined. Such students may be entitled to receive an education tailored to their individual needs or abilities as provided for under federal and/ or state law.

## **GENERAL ATTENDANCE PROCEDURES:**

**ABSENCES:** When a student is absent, parent should call school office to excuse him/her. If the parent has not called by 10:00am, the school Receptionist will call home to inquire of the child's whereabouts.

If any parent pulls-out of school any student before school ends, parent **MUST SIGN** the child out in the school office. **The time is to be deducted from the educational minutes in the school day and put into our DASL system.**

**TARDINESS:** When a child arrives late to school, the parent **MUST SIGN** the child in and include arrival time and reason for tardiness.

**The child will be given a LATE SLIP at the office authorizing him/her to enter to class. The slip will include arrival time and reason for tardiness. Must be handed-in to the classroom teacher, who will attach it to the class Attendance Weekly Tally Form. The time is to be deducted from the educational minutes in the school day and put into our DASL system.**