



403 ATTENDANCE

Students enrolled in the School must attend School regularly in accordance with the laws of the State. The educational program offered by Focus Learning Academy/Focus North High School is predicated upon the presence of the student and requires continuity of instruction and classroom participation.

A positive school climate requires students to: follow school rules; accept guidance from school staff; respect themselves and others; and be active citizens. The Board of Education has zero tolerance of violent, disruptive or inappropriate behavior by its students. Student conduct shall be governed by the rules and provisions of the Student Code of Conduct. This policy will be reviewed periodically. It is the responsibility of students, teachers and administrators to maintain a school environment that:

- A. Encourages all students to be actively engaged in their learning;
 - B. Has consequences that are fair and developmentally appropriate;
 - C. Relies on preventive and supportive interventions to support positive behavior and academic outcomes; and
 - D. Fairly enforces the Student Code of Conduct.
- Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absences including, but not limited to:
- Notifying the parent or guardian of a student's absence;
 - Developing and implementing an absence intervention plan on a case-by-case basis,

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which may include supportive services for students and families; Counseling; Parent education and parenting programs; Mediation; Intervention programs available through juvenile authorities; or Referral for truancy if applicable.

Attendance shall be required of all students enrolled at the School during the days and hours that the School is in session and classes are assigned unless it is shown to the satisfaction of the Executive Director or his designee that: the bodily condition of the Student is such as to prevent attendance at school, he/she is actively engaged in independent study or education options as authorized per Policy 201, that s/he is receiving instruction at home from a person qualified to teach the branches of education in which instruction is required, the student is absent for observation or celebration of a bona fide religious holiday, or the absence was due to circumstances beyond the reasonable control of the student.

An excuse for absence from school may be approved on the basis of one or more of the following conditions:

- (a) Illness of the child. (The approving authority may require the written statement of a physician/mental health professional if it is deemed appropriate.)
- (b) Illness in the family necessitating the presence of the child. (The approving authority may require the written statement of a physician and an explanation as to why the child's absence was necessary, if it is deemed appropriate.)
- (c) Quarantine of the home. (The absence of a child from school under this condition is limited to the length of quarantine as determined by the proper health officials.)
- (d) Death of a relative. (The absence arising from this condition is limited to a period of three days unless a reasonable cause may be shown by the applicant child for a longer absence.)
- (e) Medical or dental appointment. (The approving authority may require the written statement of a physician or dentist if it is deemed appropriate.)
- (f) Observance of religious holidays. (Any child shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs.)
- (g) College visitation. (The approving authority may require verification of the date and time of the visitation by the college, university, or technical college.)
- (h) Emergency or other set of circumstances in which the judgment of the superintendent of schools constitutes a good and sufficient cause for absence from school.



Pursuant to division (C) of section 3321.04 of the Revised Code, the board of education of the city or exempted village school district or the governing board of the educational service center in which a public school is located or the governing authorities of a private or parochial school may in the rules governing the discipline in such schools, prescribe the authority by which and the manner in which any child may be excused for absence from such school for good and sufficient reasons. Replaces: 3301-51-13 Cite as Ohio Admin. Code 3301-69-02

The School shall consider each student assigned to a program or other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study. The primary responsibility for a student's attendance at School rests with his/her parent(s) or guardian(s). Parent(s)/guardian(s) must notify the School on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. The Director is also required to notify the parents, custodial parent, guardian, legal custodian, or other person responsible for each student less than eighteen (18) years of age who is absent from school without an approved excuse. Parents or other responsible persons shall provide the School with their current home and/or work telephone numbers, email address, and home addresses, as well as emergency telephone numbers. If applicable, the Director or his designee may require a written statement of the cause or reason for any absence from the parent of a student, or from an adult student who has been absent from school or from class for any reason. Focus Learning Academy/Focus North High School reserves the right to verify such statements and to investigate the cause of each single absence. Any Student who, due to a medically documented physical or mental impairment, exceeds or may exceed the required limit on excused absence shall be referred for evaluation of eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 for appropriate accommodation. Habitual Truancy Whenever any Student under the age of eighteen (18) has any of the following circumstances, s/he will be considered a "habitual truant."

- 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;
- c. Absent 72 or more hours in one school year without a legitimate excuse.

Or if the following circumstances occur:

- a. Absent 38 or more hours in one school month with or without a legitimate excuse;



- b. Absent 65 or more hours in one school year with or without a legitimate excuse.

The Board authorizes the Director or his designee to inform the student and his/her parents of the truancy record and will refer the student and his/her parent to the Attendance Intervention Team. The Governing Authority also authorizes the Director or his designee to deactivate the student's work permit, to notify the Registrar of Motor Vehicles and to create an Absence Intervention Plan. Notice of the AIP will be provided to the student's parent guardian or custodian. At no time, however, will the student be expelled or suspended out of school due to excessive absences or truancy.

STUDENT DISCIPLINE CHANGES

1. Focus may permit students to make up missed work due to out-of-school suspensions per district policy;
2. Focus cannot apply any remaining part or all of a suspension to the following school year, but the superintendent may require a student to participate in community service or an alternative consequence for the number of hours equal to the time left on the suspension.

EMIS REPORTING CHANGES

1. When Focus notifies a parent that a student has excessive absences;
2. When a student has been absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in one school year;
3. When a child, who has been adjudicated an unruly child for being a habitual truant, violates the court order regarding that adjudication;
4. When an absence intervention plan has been implemented for a child.

DISTRICT RESPONSIBILITIES WHEN A CHILD HAS EXCESSIVE ABSENCES

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

1. Focus will notify the student's parents in writing within seven days of the triggering absence;
2. The student will follow the district's plan for absence intervention; and
3. The student and family may be referred to community resources.



DISTRICT RESPONSIBILITIES WHEN A CHILD IS HABITUALLY TRUANT

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

1. Within seven days of the triggering absence, Focus will do the following:
 - a. Convene members of the absence intervention team;
 - b. Make three 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 days after the assignment of the team, Focus will develop the student's absence intervention plan;
- 4) Withdraw the student at 72 hours of consecutively missed hours.
- 5) Notify the District of Residence of the withdrawal and the Absence Intervention Plan on file.

** If the student does not return to school or otherwise make progress on the plan within 61 days or

continues to be excessively absent, it will be the responsibility of the District of Residence to file a complaint in the juvenile court. Parent Education Program The Director is authorized to establish a Parent Education Program for parents of habitually truant students. As a last resort, any Parent 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 per ORC 2919.222.

Promotion Exception The School prohibits the promotion of a student to the next grade level if the student has been truant for more than 10% of the required attendance days of the current school year and failed two or more of the required curriculum subject areas, unless the student's principal and teachers of any failed subject areas agree the student is academically prepared for the next grade level.



Involuntary Automatic Withdrawal

The Director shall involuntarily withdraw any habitually truant student after 18 consecutive days (72 hours) of unexcused absence per ORC 3314.03. Notice of the involuntary withdrawal shall be made in writing to the parent of students under the age of eighteen (18) and to any involuntarily withdrawn adult student. The Superintendent shall report the number and circumstances surrounding all involuntarily withdrawn students to the Governing Authority at each regular Board meeting per O.R.C. 3321.01. Applicable Ohio Revised Code Sections contained within this policy:

ORC 3313.20 (Rules - locker search policy - professional meetings)

ORC 3313.534 (Policy of zero tolerance for violent, disruptive or inappropriate behavior)

ORC 3313.66 (Suspension, expulsion or permanent exclusion-removal from curricular or extracurricular activities)

ORC 3313.661 (Policy regarding suspension, expulsion, removal, and permanent exclusion)

ORC 3313.662 (Adjudication order permanently excluding pupil from public schools)

ORC 3321.191 (Adoption of policy regarding student absences; intervention strategies)

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