

## ATTENDANCE POLICY: FREQUENTLY ASKED QUESTIONS

### Crestview Local Schools/Ohio Department of Education

Crestview Local Schools operates under the jurisdiction of the Ohio Department of Education and adheres to attendance policies and thresholds set forth by the state. The staff of Crestview Local Schools believes that academic **success** is strongly related to and influenced by regular school attendance. The purpose of this handout is to explain attendance policies set by the state and implemented by Crestview Local Schools. Below are some frequently asked questions regarding attendance/absence policies:

**Q: How did my student reach an Excessive Absence Threshold? I always sent a note, so how did he/she reach the Excessive Absence Threshold?**

**A:** The Ohio Department of Education defines three types of absences:

1. **Unexcused Absence:** parent/guardian does not call or provide a note and student is

absent

2. **Excused Absence:** parent/guardian does call or provide a note and student is absent

3. **Medically Excused Absence:** documentation from a medical/health professional

(counselor, social worker, etc.) is provided during or following a student absence; a **Medically Excused Absence is the only type of absence that does not count toward reaching the Excessive Absence Thresholds**

There are two Excessive Absence Thresholds:

**Monthly Excessive Absence Threshold:** 38 hours (or about 6 school days) within one

calendar month

• **Yearly Excessive Absence Threshold:** 65 hours (or about 10 school days) within one school year

**Q: If my student reached an Excessive Absence Threshold, do I need to worry about being charged with truancy?**

**A:** Not at this time. Only **Unexcused Absences** (absences without a medical OR parent note/call) count toward Habitual Truancy. Excessive absence thresholds do not require further action.

**Q: So if no action is needed when my student reaches an Excessive Absence Threshold, why is the school sending me a letter and calling me?**

**A:** The Ohio Department of Education requires Crestview Schools to provide written notice of any Absence Thresholds being reached. Crestview Schools provides a phone call to the parent/guardian to assist in answering any questions or concerns and making a more personal contact

**Q: How could I possibly be charged with Truancy?**

**A:** Only Unexcused Absences (without a medical OR parent call/note) count toward **Habitual Truancy Absence Thresholds**. A student would need to reach one of the following **Habitual Truancy Absence Thresholds**:

**Consecutive Habitual Truancy Absence Threshold:** 30 or more Unexcused Absence hours (about 5 consecutive school days)

**Monthly Habitual Truancy Absence Threshold:** 42 or more Unexcused Absence hours (about 7 school days) within one calendar month

**Yearly Habitual Truancy Absence Threshold:** 72 or more Unexcused Absence hours (about 11 school days) within one school year

There is a process for filing charges of truancy against a parent/guardian. Here is a brief outline of the process :

1. Student reaches one of the Habitual Truancy Absence Thresholds.
2. Parent/Guardian is notified with a letter sent to the home address on file. A representative from Crestview will call requesting a meeting with our Attendance Officer (Mrs. Kimberly Gilbert) and other members of the Attendance Team.
3. Parent/Guardian, student and Attendance Team will meet to develop an Absence Intervention Plan within two weeks of notifying the parent/guardian. The Absence Intervention Plan could be created and implemented without the student and parent/guardian if they decline to participate.
4. Student has 60 days from the implementation of the Absence Intervention Plan to make

satisfactory progress on attendance.

Charges of Truancy could be filed against a parent/guardian if:

The student reaches either the Consecutive Habitual Truancy or Monthly Habitual Truancy Absence Thresholds during those 60 days of the Absence Intervention Plan being implemented.

No significant progress is made on attendance by the conclusion of the 60 days of the Absence Intervention Plan.