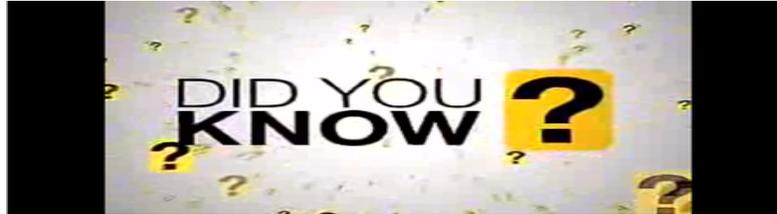


RICHARD ALLEN SCHOOLS

SCHOOL ATTENDANCE AND TRUANCY

Parents and Guardians



The State of Ohio law regarding school truancy has changed

In December 2016, Ohio legislators passed House Bill (HB) 410. In April 2017, HB 410 became applicable to Ohio school districts. HB 410 significantly changes how schools and juvenile courts manage school attendance issues.

Why the State of Ohio made changes in the school truancy law

- Ohio needs a significant increase in regular school attendance of Ohio students
- Ohio needs to reduce number of Ohio students entering the juvenile justice system due to truancy
- Ohio needs to aggressively promote partnership between schools, parents and juvenile courts to work with families to address issues related to poor school attendance

Richard Allen Schools will implement HB 410 effective August 2017

Policy and procedural revisions have been made for Richard Allen Schools' appropriate, efficient and strict enforcement of HB 410. **It is very important** that parents and guardians of Richard Allen Schools' students become acquainted with and understand HB 410 as the ramifications for students and parents are significant. Taking time to review the following information will hopefully re-enforce parental interest and commitment to the importance of students' regular school attendance towards academic achievement and success.

HB 410 changed the definition of truancy

- **Habitual truancy** is now the only truancy designation. The designation of chronic truancy has been eliminated
- Habitual truancy is now determined by **excessively missed instruction hours** rather than missed days of instruction
- **The State of Ohio defines habitual truancy and excessive absence** as any child of compulsory school age who has been absent without legitimate excuse for **30** or more consecutive hours
42 or more hours in a school month, or
72 or more hours in a school year

When habitual truancy is identified Richard Allen Schools will

- Send parent and guardian written notice
- Initiate involvement of an Absence Intervention Team (parent, principal, teacher, truancy officer, and support staff if applicable)
- Report the habitual truancy to the Ohio Department of Education

When a parent and guardian fails to participate in remedying a student's habitual truancy status Richard Allen Schools will

- Investigate reasons for parent and guardian's failure to participate
- Determine whether a **mandatory report to Montgomery County or Butler County Children Services** is warranted

- Determine whether filing of a mandatory complaint of truancy to Montgomery County or Butler County Juvenile Court is warranted.
- Require parent and guardian to attend parent involvement and truancy prevention mediation programs
- In cases of continued habitual truancy, recommend a parent and guardian face legal charges of Failure to Send and Contributing to Unruliness of a Child
- Notify registrar of the Ohio Bureau of Motor Vehicles

When a student, parent and guardian fail to participate in remedying a habitual truancy status Richard Allen Schools will

- Investigate reasons for the student, parent and guardian's failure to participate
- Determine whether filing of a mandatory complaint of truancy to Montgomery County or Butler County Juvenile Court is warranted
- Refer student for court ordered participation in a diversion program
- In cases of continued habitual truancy, recommend a student face legal charges of juvenile delinquency
- Consider enforcement of internal school sanctions that may include but are not limited to detention and restricted participation in extracurricular activities

Richard Allen Schools consider the following as legitimate reasons for school absence

- Superintendent or Deputy Superintendent's review and determination of a reason as legitimate
- Student illness and or medical exclusion
- Verified medical appointments
- Illness and / or death of immediate family
- Emergent incidents identified by principal that warrant school absence due to lack of alternative recourse
- Observance of religious holiday consistent with student's established belief

Richard Allen Schools consider an unexcused absence as

- Absences not included in the above noted categories

If your student is absent from school, the parent and guardian must do the following

- Call the school office to report the student's absence before 9:00 a.m. each day the student is absent
- Submit a written, dated and signed excuse to the school office on the day of student's return

Failure of a parent and guardian to submit a written absence note will result in Richard Allen Schools

- Recording the student's absence as unexcused

Late school arrival and early dismissal of students

- Excessively late school arrival and early dismissal can be counted towards absence hours

Parents and guardians should direct attendance and tardy concerns to the

- Teacher, school office, principal and if warranted
- Support staff including but not limited to the school nurse and social worker

The State of Ohio has a mandatory attendance requirement for kindergarten students

- Compulsory school attendance applies to kindergarten enrolled students per the Ohio Revised Code Section 3321.13 (B) (1)

Parents and guardians of students with chronic health issues requiring frequent absences must offer the following communications

- Provide documentation from medical provider of appointments, hospitalizations and extenuating circumstances (confidential health details are not required)
- Inform teacher, principal and school nurse
- Establish routine contact with school nurse for monitoring

Richard Allen Schools contact parents and guardians when students are absent

- Automated call from school office
- Call from teacher, truancy officer or principal
- Letter from truancy officer

The dispute process for parents and guardians regarding students' attendance records and noted absences

- Initially, contact the school office
- If unresolved, parent or guardian inquiries and concerns will be reviewed and addressed in consultation with the student's teacher, principal and truancy officer
- Meeting with parent and guardian will be scheduled if warranted

Parents and guardians are responsible if students "skip" school

- The State of Ohio Compulsory School Attendance Law mandates that parents and guardians are obligated to ensure children between ages 5 and 18 attend school regularly
- Parents and guardians are responsible for identifying reasons and resolving issues related to students' unauthorized school absence

Parents and guardians have entitled access to students' attendance records

- Parents and guardians may request attendance records via the school office

Absent students can receive make-up work

- Parents, guardians and students should contact teachers for make-up work
- Allow teachers a 24 hour processing time

Richard Allen Schools' procedure for early dismissal

- Students are required to present a note from their parents and guardians identifying the early pick up time, reason for the early dismissal and name and relationship of person responsible for picking up the students, if the person is not the parent and guardian
- Parent, guardian or responsible adult will meet the student in the school office at the designated early dismissal time

How attendance is recorded when buses are late

- Students arriving on late school buses are not considered tardy
- Upon arrival, students must receive a pass from the school office and then proceed to class