

Attendance, Truancy, Withdrawal, and Missing Children

Approved 5.21.2012

General Policy

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

Attendance shall be required of all students enrolled at the School during the days and hours that the School is in session. Attendance need not always be within the School facilities, but a student will be considered to be in attendance only if present at a place where School is in session by authority of the Board.

Compulsory Attendance

Under law, children between the ages of six and eighteen are of compulsory school age unless they have graduated from high school, completed or passed the GED requirements or have been legally dismissed or excused from school.

Legal Refs: ORC 3321.01 et seq

3331.02

State Board of Education Minimum Standards 3301-35-02

Excused Absences

Absences are excused only for:

1. Illness
2. Religious observance

3. Family emergency

Absences must be verified in writing by a parent/guardian. Absences for illness of longer than 2 days must be verified in writing by a doctor for an absence to be registered as excused.

Unexcused Absences

Unexcused absences are never acceptable. Any unexcused absence will result in an immediate parent conference.

Unexcused Absences within a Quarter:

Three (3) or more unexcused absences per quarter may result in a student receiving no credit for that quarter. Five (5) unexcused absences in any one quarter will result in a student receiving no credit for that quarter.

Unexcused Absences within a School Year:

Seven (7) or more unexcused absences per year may result in a student receiving no credit for the year. Ten (10) unexcused absences in one school year will result in a student receiving no credit for that year.

School Closings

In the event of inclement weather, the School will make its own decision to close school.

School closings for CBA will be on all Metro Columbus radio and televisions stations, School reach and on the website. It is the responsibility of parents/guardians and students to access this information.

Withdrawal

A student who fails to participate in one hundred five consecutive hours of learning opportunities will be automatically withdrawn, unless the student's absence is excused. Otherwise, a parent may withdraw a student voluntarily by giving proper notification to the Director.

Truancy

A student is habitually truant if the student is absent without a legitimate excuse for five (5) or more consecutive School days, for seven (7) or more School days in one (1) month, or twelve (12) or more School days in one (1) School year.

A student is chronically truant if the student is absent without a legitimate excuse for seven (7) or more consecutive School days, for ten (10) or more School days in one (1) month, or fifteen (15) or more School days in one (1) year.

Legitimate excuses for the absence of a student otherwise habitually or chronically truant include but are not limited to:

1. the student was enrolled in another school;
2. the student's absence was excused in accordance with applicable law or policy, or;
3. the student has received an age and schooling certificate.

If the student is habitually truant and the student's parents have failed to cause the student's attendance, the Board authorizes the Director or their designee to inform the student and their parents of the truancy record and the Board's intent to notify the Judge of the Juvenile Court of the student's excessive truancy.

The Director or their designee may act as the School's attendance officer or delegate that duty as permitted by law. The School's 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.

The Director 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.

R.C. §3321.01; §3314.03(A)(6); §3321.13-.191.

Missing Children

The Board believes in the importance of trying to decrease the number of missing children. Therefore, efforts will be made to identify possible missing children and notify the proper adults or agencies.

A student at the time of their initial entry to school shall present to the person in charge of admission any records given to them by the elementary or secondary school they most recently attended and a certification of birth^[1] issued pursuant to Section 3705.05 of the Ohio Revised Code or a comparable certificate or certification issued pursuant to the statutes of another state, territory, possession, or nation. Within twenty-four (24) hours of the student's entry into the school, a school official shall request the student's official records from the elementary or secondary school they most recently attended. If the school the student claims to have most recently attended indicates that it has no records of the student's attendance or the records are not received within fourteen (14) days of the date of request, or the student does not present a certification of birth or comparable certificate or certification from another state, territory, possession, or nation, the Director or their designee shall notify the law enforcement agency having jurisdiction in the area

where the student resides of this fact and of the possibility that the student may, be a missing child, as this term is defined in Section 2901.30 of the Ohio Revised Code.

The Director or their designee will also immediately give notice of the fact of a missing child to the Ohio Attorney General's missing children clearinghouse. The Director or their designee will also assist parents in the case of a missing student by coordinating with the missing children clearinghouse.

Informational programs for students, parents, and community members relative to missing children issues and matters are available from the Director or their designee, including information regarding the fingerprinting program. The Director's or their designee's informational programs are based on assistance and materials provided by the Ohio Attorney General's missing child education program.

The primary responsibility for a student's attendance at School rests with their 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 or their designee is also required to notify a student's parents, custodial parent, guardian, legal custodian, or other person responsible for them when the student is absent from school. The parent or other responsible person shall be notified by telephone or written notice. Notification by written notices shall be mailed on the same day that the student is absent. Parents or other responsible persons shall provide the School with their current home and/or work telephone numbers and home addresses, as well as emergency telephone numbers.

Absence Reporting Procedure

A parent must contact the School in accordance with the procedure set forth in this policy whenever a student is absent.

The procedure for absences is as follows:

1. A parent must call the School to inform the School that their child or children will be absent from School. This phone call should take place within the first hour that School is in session.
2. If a parent fails to call the School, School personnel will call the parent to inform them of the student's absence.
3. In those cases where telephone communication could not be made, School personnel will initiate a written communication to the home of the legal guardian the day of the student's absence.

R.C. §109.65; R.C. §.3313.96; R.C. §3313.672

[1] May substitute any of the following documents for a birth certificate: 1) a passport or attested transcript showing the date and place of birth of the child; 2) an attested transcript of a birth certificate; 3) an attested transcript of a baptism certificate or other religious record showing the date and place of birth of the child; 4) an attested transcript of a hospital record showing date and place of birth, or 5) a birth affidavit.

