



ATTENDANCE CONSIDERATIONS FOR REMOTE LEARNING PLANS

Students are expected to attend school Monday through Friday. Ohio attendance laws described below will be in effect and it is critical that students, ACPA staff, and ACPA families work collaboratively to ensure students are in attendance at school - regardless of the learning model. That being said, ACPA recognizes that families may have varying needs, especially in the context of the pandemic. We are here to work with you to ensure that your student is in attendance and has access to education. **If there are barriers to access, illness or circumstances requiring special consideration, contact our Attendance Office immediately by phone or email attendance@artcollegeprep.org.** In digital learning, absences from the school day must still be reported to the Attendance Office.

According to House Bill 166, schools are responsible for enforcing an attendance policy and involving the court system when students become truant. According to state law, school must consider both excused and unexcused absences, when determining whether a student is “excessively absent.” When enough unexcused absences are accumulated by a student, the student becomes truant. Requirements for excused absences are below. **Also according to state law, students must be automatically withdrawn from the school after missing 72 consecutive hours of learning opportunities.**

ACPA understands that illness and life events will occasionally prevent students from attending school. The ACPA staff is committed to helping students maintain regular attendance.

ATTENDANCE (CONT.)

All Digital Plan Attendance Policy

1. Students are required to complete all learning opportunities assigned by instructors.
2. Students are required to log into Schoology by 8:55 each day and complete the attendance check on their Home Base (**see page 15**) page.
 - a. Students who do not complete the attendance check by 8:55 will receive a call from the attendance office.
3. **Any assignments not completed may result in loss of attendance hours.**
4. If a student is to be absent from school, a phone call (614-986-9974) or email (attendance@artcollegeprep.org) to the attendance office from a parent or guardian is required.

Important Note: Contacting the student's teacher or counselor does not count as contact to the school. The attendance office must be notified.

Excused Absences

The list below outlines reasons for which an absence from school may be excused per Ohio Revised Code 3301 and explains in which cases written verification or communication with ACPA administration is necessary:

- **Student Illness** A physician or mental health professional's written excuse is required if a student is absent from school for 3 or more consecutive days for it to be considered excused. A digital note may be provided via scanned documents or the medical office.



ATTENDANCE (CONT.)

- This policy will be extended beyond 10 days if the student or someone in the student's family is in quarantine due to COVID-19 or experiencing symptoms of COVID-19.
- **Family Illness** Administration may require a physician or mental health professional's explanation of the necessity of the student's absence. A digital note may be provided via scanned documents or the medical office.
- **Quarantine of the Home** Excused absence is limited to the length of the quarantine as determined by the appropriate public health official.
- **Death of a Relative** Excused absence is limited to a period of 3 days in this case. Communication with the administration may result in a longer excused time period.
- **Medical or Dental Appointment** A physician, mental health professional or dental office's written excuse is required in this case. A digital note may be provided via scanned documents or the medical office.

A doctor's appointment does not excuse a student from school **all day** unless proof is shown to merit this. Students are expected to be at school before the appointment, acquire all missed assignments and return after the appointment. Students who fail to have documentation for the entire day will receive an unexcused absence for the total hours missed.

- **Observance of a Religious Holiday** Any student will have an excused absence if the purpose of the absence is to observe a religious holiday consistent with their held religious beliefs.



ATTENDANCE (CONT.)

- **College Visitation** Written verification from the college or university attended is required. College visitations are limited to three per student per year, unless permission is given by the guidance counselor or an administrator for more than three. College visits will not be permitted during midterm week, final exam week or the last two weeks of school.

Remote Learning Related Absences

- Temporary internet outage for individual students or households - as approved by the administration.
- Unexpected technical difficulties for individual students or households, such as password resets or software upgrades occurring at inopportune times, such as during a teacher-led remote learning lesson - as approved by administration.
- Student absence due to COVID-19 until alternative arrangements can be made - as approved by administration.
- Additional flexibilities to support students and families as they engage in remote learning - as approved by administration.

Truancy

In the event a student of compulsory school age is absent, **with a non-medical excuse** or without a legitimate excuse, for **38 or more hours** in one school month, or 65 or more hours in a school year, the school shall notify the child's parent, guardian, or custodian of the child's absences in writing, within 7 days after the date after the absence that triggered the notice requirement. **The district may also refer the student and family to community resources, as appropriate. In the event that the student is absent for 38 hours in a month or 65 hours in a year with medical excuses, the district is not required to notify the students' parents in writing. In the event that the student is under medical care during their absence a parent or guardian must submit a doctor's note within 7 days of the absence in order for it to be excused medically.**



ATTENDANCE (CONT.)

Habitual Truancy

ACPA must develop an intervention plan for the student within 14 school days after the student is assigned. The plan is to be aimed at reducing or eliminating further absences. The plan shall be based on the individual needs of the student, but shall state that the School shall file a complaint not later than 61 days after the date the plan was implemented, if the student has refused to participate, or failed to make satisfactory progress on the intervention plan or an alternative to adjudication for being an unruly child or **if at any time during the implementation of the absence intervention plan the student is absent without a legitimate excuse for 30 or more consecutive hours or 42 or more hours in one school month.**

Mandatory Withdrawal

Any student without a legitimate excuse who fails to attend **seventy-two (72) consecutive hours** will be automatically withdrawn from the school.

Absence Intervention Plan

Students deemed “habitually truant” in any of these circumstances will be contacted for an absence intervention meeting set up by the school. A parent or guardian is required to attend. Failure to attend this mandatory meeting may result in the school district contacting Children’s Services. During this meeting, we will develop an Absence Intervention Plan. Failure to follow and meet the plan requirements will result in the district filing an official complaint in juvenile court.

In order to maximize your child’s daily instruction, it is important that they attend school regularly. Please assist the school in making every effort to ensure the attendance of your student.

