

## **2018-2019 ATTENDANCE & TARDY POLICY**

The State of Ohio has made significant changes to school attendance laws, which were enacted during the 17-18 school year. It is important for all parents and students to know and understand the new rules that are now in effect. The NEW STATE LAW defines excessive absences and truancy as follows:

**Habitual Truant:** a student is considered habitually truant when:

- s/he has missed 30 consecutive hours (5 consecutive days) of school without a legitimate excuse.
- s/he has missed 42 hours (8 days) of school during one month without a legitimate excuse.
- s/he has missed 72 hours (12.5 days) of school during one school year without a legitimate excuse.

*\* Habitual Truancy includes only unexcused absences.*

**Excessive Absence:** a student misses 38 or more hours (7 days) of school in a single month or 65 hours (11 days) in one school year *with or without a legitimate excuse.*

Regular attendance is necessary for success in school. Students are expected to be in school every day and on time every day, unless physically unable to attend. Ohio Valley Voices follows an attendance policy that supports guidelines set forth by the State of Ohio.

Each student at Ohio Valley Voices is permitted eight (8) parent excused absences and five (5) parent excused tardies per year for the reasons identified as "Excused Absences". After eight (8) absences or five (5) tardies have been reached all further absences must be documented with a note from a physician or appropriate individual. If the student is absent a total of eleven (11) times during a school year, with or without a legitimate excuse, you will be asked to attend a conference with the Program Director before any further absences are excused. Please be aware that Ohio Valley Voices is required to send absences and tardy information to your child's school district. Excessive absences may result in your child's disenrollment from Ohio Valley Voices.

### **Excused Absences**

- Personal illness or injury
- Medical or Dental appointments
- Illness or Death in the family
- Funeral of immediate family member or relative
- Quarantine
- Religious holiday (not counted toward the eight day rule)
- Appointments for court
- Head lice - Children excluded from school due to head lice are allowed two excused



absences (two occurrences per year, maximum). Days beyond the two day (two occurrences per year) limit are unexcused.

**Absences**

When a student is going to be absent from school, please contact the school office before 8:30 a.m. to explain the reason for the absence. Parents are required to send a note explaining the reason for the absence on the first day the child returns to school after an absence. If no note is received within two days of the child’s absence from school, the absence will be “unexcused.” Notes are kept on file for review by the Ohio Department of Education and/or the student’s school district. Excessive absences must be reported to the Clermont County attendance office.

**Tardy**

Students are considered tardy to school if they arrive at school after 8:40. In addition, students who are signed out from school at 2:00 pm or *before* are considered tardy for that day. These tardies count toward the five tardies that can be excused by a parent note.

I have read and understand the 2018-2019 Ohio Valley Voices Attendance and Tardy Policy.

\_\_\_\_\_  
Student’s name (print)

\_\_\_\_\_  
Parent’s name (print)

\_\_\_\_\_  
Parent’s signature

\_\_\_\_\_  
Date