**POLICY: Attendance, Truancy, Withdrawal, and Missing Children**

**Table of Contents**

|  |  |
| --- | --- |
| **SECTION** | **PAGE** |
| General Policy |  |
| Compulsory Attendance |  |
| Excused Absences |  |
| Unexcused Absences |  |
| School Closings |  |
| Withdrawal |  |
| Truancy |  |
| Missing Children |  |
| Absence Reporting Procedure |  |

**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**

According to Ohio Revised Code, absences are excused only for:

1. Illness of the child

2. Religious observance

3. Family emergency involving immediate family members

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/failing grades for that quarter. Five (5) unexcused absences in any one quarter will result in a student receiving no credit/failing grades 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/failing grades for the year. Ten (10) unexcused absences in one school year will result in a student receiving no credit/failing grades for that year.

**Tardies**

A student is considered tardy if they come to school after the start of the scheduled school day.

Truancy

A student is habitually truant if the student is absent without legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one month, or seventy-two (72) or more hours in one school year.

Bus Suspensions

Children who are suspended from transportation services are still mandated to attend school. If a child misses school due to suspension from transportation services, they will be considered truant.

## School Closings

In the event of inclement weather, the School will follow the local school districts decision to close school. If local school districts are closed, then the School is closed. If the local school districts are open, then the School is open.

School closings for the School are announced on all Metro Toledo radio and televisions stations. It is the responsibility of parents/guardians and students to access this information.

**Withdrawal**

A student who fails to participate in seventy-two 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 Principal.

**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 Principal 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 Principal 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.

*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 Principal 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 Principal 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 Principal 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 Principal or their designee, including information regarding the fingerprinting program. The Principal’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 Principal 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*

**Enrollment Policies**

**POLICY: Proof of Residency**

**One** item must be provided as proof of the parent/guardian’s residence upon the initial enrollment of any child into SunBridge Schools and annually thereafter at the beginning of every school year. It is also required that parents or guardians notify Sunbridge when a change in the location of the parent's or student's primary residence occurs and provide proof of residency for the updated address. These documents will be used to verify the address and District of Residency.

Listed are the documents that can be used for this purpose:

Dated within the last 45 days:

A copy of a current utility bill (must me dated within 45 days)

A telephone bill (not cell phone; must be a land-line bill)

A cable or internet bill

A voter registration card

A bank statement

A paycheck stub

A welfare statement (JFS) with parent name and address

A SSI check

A home or rental insurance statement

A mortgage statement

Dated within the last 6 months:

A property tax statement

Or

A current lease agreement

Residency Affidavit: If parents/guardians are living in another dwelling with another family, a Residency Affidavit must be completed and signed/witnessed by a notary. The homeowner completes the top portion and the parent/guardian completes the middle section. Proof of residency, as listed above, is also needed from the homeowner.

If you do not have any of these documents, please contact the SunBridge Schools Principal or her/his designee, to discuss acceptable alternatives.

**Residency Review:**

Current address of residency will be audited monthly by the school via a comparison of transportation requests and the reported residency information. Any discrepancies will be resolved by requesting a new proof of residency from the parent or guardian.