

**CERTIFICATION OF RESOLUTION**  
**HOUSE BILL 410 ATTENDANCE, ABSENCE & TRUANCY POLICY**  
**CAPITAL HIGH SCHOOL.**  
*(An Ohio Non-Profit Corporation)*

The Governing Authority (the "Board") of West Columbus Drop Back In, dba Capital High School, Inc., (the "School" and the "Corporation"), a non-profit corporation organized under the laws of the State of Ohio, hereby resolves as follows:

IT IS HEREBY RESOLVED that the Capital High School Governing Authority adopts the House Bill 410 Attendance, Absence & Truancy Policy. The House Bill 410 Attendance, Absence & Truancy Policy is attached as Exhibit A, attached hereto and incorporated herein as if restated in its entirety.






IT IS FURTHER RESOLVED that the Capital High School Governing Authority adopts the FERPA Parental and/or Eligible Student Consent Disclosure Form. The FERPA Parental and/or Eligible Student Consent Disclosure Form is attached as Exhibit B, attached hereto and incorporated herein as if restated in its entirety.

**APPROVAL AND ADOPTION OF RESOLUTION**

Motion to approve and adopt the House Bill 410 Attendance, Absence & Truancy Policy

(without / with) amendments, made by MS. GIBSON

seconded by MR. THOMAS.

<b>Board Member Name/Initials</b>	<b>AYE</b>	<b>NAY</b>	<b>OTHER</b> <i>(abstain, not present, etc.)</i>
Desmond Bryant			
Kimberly Gibson			
Ashley Ingram			
Stefan Thomas			
Anthony Forte, Chairman			

As adopted on this 11th day of NOVEMBER, 2017.

  
 Anthony Forte, Chairman  
 Capital High School

## EXHIBIT A

### HOUSE BILL 410 ATTENDANCE, ABSENCE AND TRUANCY POLICY

A positive school climate requires students to: follow school rules; accept guidance from school staff; respect themselves and others; and be active citizens. The Governing Authority of Capital High School has zero tolerance of violent, disruptive, or inappropriate behavior by its students; however, this zero-tolerance policy does not include truancy. Student conduct shall be governed by the rules and provisions of the School Student Code of Conduct. This policy will be reviewed periodically.

It is the responsibility of students, teachers, and administrators to maintain a school environment that:

- A. Encourages all students to be actively engaged in their learning;
- B. Has consequences that are fair and developmentally appropriate;
- C. Relies on preventive and supportive interventions to support positive behavior and academic outcomes; and
- D. Fairly enforces the School Student Code of Conduct.

All students and families are provided a copy of the School Student Code of Conduct, which contains the rules and regulations that each student is expected to adhere to while in school or participating in any school-related activity, regardless of its location. The School has developmentally and age-appropriate discipline strategies ranging from preventative approaches to supportive interventions to address student misbehavior, including excessive absences.

Students who do not follow school rules on school property and/or at school-related events will be disciplined according to the terms set forth in the approved Code of Conduct. The Code of Conduct provides students and families with examples of the types of behaviors that would subject a student to disciplinary action ranging from suspension or expulsion to other less severe forms. Suspension and expulsion will only be used once other options have been exhausted, unless the student's behavior poses a threat to the safety of him/herself or others. A student may be subject to school disciplinary action, including suspension or expulsion, for harassment, vandalism, physical abuse, or other harmful or disruptive behavior toward school personnel or school personnel's property during non-school hours.

If a student's suspension is longer than the school year, the student will not be required to complete the suspension at the beginning of the next school year. However, the student may be required to complete community service or an alternative strategy for engagement, per the principal of School, to be completed during the summer.

Students may be subject to discipline for violation of the Code of Conduct even if that conduct occurs on property not owned or controlled by the School but is connected to activities or incidents that have occurred on property owned or controlled by the School, or conduct that, regardless of where it occurs, is directed at a School official or employee or the property of such official or employee.

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the School will partner with students and their families to identify and reduce barriers to regular school attendance. The School will utilize a continuum of strategies to reduce student absences including, but not limited to:

- Notifying the parent or guardian of a student's absence;
- Developing and implementing an Absence Intervention Plan on a case-by-case basis, which may include supportive services for students and families;
- Counseling;
- Parent education and parenting programs;
- Mediation;
- Intervention programs available through juvenile authorities; or
- Referral for truancy if applicable.

Ohio law requires intervention for excessive absenteeism. Specifically, Ohio law requires that if a student is absent with or without legitimate excuse from school 38 or more hours in one school month, or 65 or more school hours in a school year, the following will occur:

- A. The school's attendance officer will notify the child's parent, guardian, or custodian of the child's absences after the date of the absence that triggered the notice requirement.
  - a. If a student's absences surpass the threshold for a habitual truant, the principal of School shall assign the student to an Absence Intervention Team, which will develop an intervention plan for that student.
- B. Every effort will be made to include a parent, guardian, or custodian as a member of the student's Absence Intervention Team. The School will make at least three sufficient attempts to engage the parent/guardian/custodian in the Absence Intervention Team.
  - a. The School will assess if a non-response from a parent/guardian/custodian requires a mandated referral to Child Protective Services agency.
- C. A copy of the plan developed by the student's Absence Intervention Team will be provided to the student's parent, guardian, or custodian.

Additionally:

- At no time will students be expelled or suspended out of school due to excessive absences or truancy.
- The appropriate signatures on the FERPA Parental and/or Eligible Student Consent Disclosure Form (Exhibit B) will be obtained upon the formation of the Absence Intervention Team.
- If the Absence Intervention Team is unsuccessful after 60 days (i.e. the student refuses to participate after the School makes meaningful attempts to engage the student or the student makes insufficient progress) a complaint will be filed by the school with the juvenile court.

Applicable Ohio Revised Code Sections contained within this policy:

- ORC 3313.20 (Rules - locker search policy - professional meetings)
- ORC 3313.534 (Policy of zero tolerance for violent, disruptive or inappropriate behavior)
- ORC 3313.66 (Suspension, expulsion or permanent exclusion-removal from curricular or extracurricular activities)
- ORC 3313.661 (Policy regarding suspension, expulsion, removal, and permanent exclusion)
- ORC 3313.662 (Adjudication order permanently excluding pupil from public schools)
- ORC 3321.191 (Adoption of policy regarding student absences; intervention strategies)

[END]

**EXHIBIT B**

**“FERPA” Parental and/or Eligible Student Consent Disclosure Form  
for House Bill 410 Absence Intervention Team**

Pursuant to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and Ohio Revised Code § 3319.321, parental consent or consent from the student if he/she is age 18 or older (“eligible student”) is required before personally identifiable information contained within the student’s education records are disclosed, with limited exceptions as stated in 34 CFR 99.31. Please fill in the required information below.

I, \_\_\_\_\_, give my written consent that Capital High School can release the

following records:

1. \_\_\_\_\_ ;
2. \_\_\_\_\_ ;
3. \_\_\_\_\_ ;

involving \_\_\_\_\_ to the following person(s) and/or organization(s):

1. \_\_\_\_\_ ;
2. \_\_\_\_\_ ;
3. \_\_\_\_\_ .

for the purpose of assisting the student’s Absence Intervention Team and/or plan that was created in accordance with Ohio Revised Code § 3321.191.

By signing below, I consent to the disclosure of the records listed above to the specified person(s)/organization(s) for the purpose stated herein. This consent is valid for the \_\_\_\_\_ school year only. Consent can be withdrawn at any time, provided it is given in writing to the school district. If signed by the parent/guardian, he/she represents that the student has not yet reached the age of 18 at the time the consent was given. If signed by the student, he/she represents that he/she is at least 18 years old when consent was given.

\_\_\_\_\_  
Signature of Parent, Guardian or Eligible Student

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Print Name of Parent, Guardian or Eligible Student