

CERTIFICATION OF RESOLUTION  
FOR  
ATTENDANCE, ABSENCE AND 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** (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 Board of Directors adopts the Attendance and Truancy Policy. The Attendance, Absence and Truancy Policy is attached as Exhibit A, attached hereto and incorporated as if restated in its entirety.


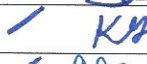
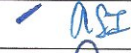


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APPROVAL AND ADOPTION OF RESOLUTION

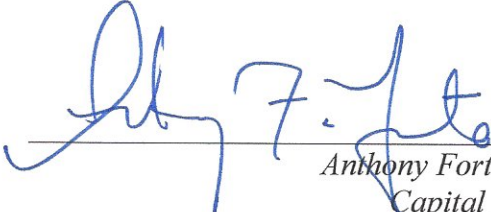
Motion to approve and adopt the Attendance, Absence and Truancy Policy

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

seconded by MR THOMAS.

<b>ROLL CALL: Board Member Name/Initials</b>	<b>AYE</b>	<b>NAY</b>	<b>OTHER (Abstain, Not Present, etc.)</b>
Desmond Bryant			
Kim Gibson			
Ashley Ingram			
Stefan T.E. Thomas			
Anthony Forte, Chairman			

As adopted on this 17th day of August, 2017.

  
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Anthony Forte, Chairman  
Capital High School

## ATTENDANCE, ABSENCE AND TRUANCY POLICY

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Important learning results from active participation in classroom and other School activities, which cannot be replaced by individual study.

Capital High School ("School") is committed to helping students develop a high quality work ethic, which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their School careers.

### TRUANCY

A "habitual truant" is a child of compulsory school age who is absent without legitimate excuse for thirty or more consecutive school hours, forty-two or more school hours in one school month, or seventy-two or more school hours in a school year.

A child is "excessively absent" if he or she is absent, with or without excuse, for thirty-eight or more hours in one school month or sixty-five or more school hours in one school year.

Ohio law demands that any student who, without legitimate excuse, fails to participate in 105 consecutive hours of learning opportunities offered to the student by the School shall be automatically removed from enrollment at the School. The School will provide notice of such a removal to the student, the student's parent/guardian, the public school district in which the student's parent/guardian resides and any other agency required by law.

The School shall attempt to address student attendance problems through a variety of prevention and intervention strategies. These measures may include, but are not limited to, the following:

1. Assignment of student to an Absence Intervention Team, who will work with the student and the student's parent/guardian to develop an appropriate intervention plan;
2. Notification to the student's parent/guardian within seven (7) days of an absence triggering a determination of 'habitual truancy' or 'excessive absences';
3. Offering counseling and community resource guides to the student and the family of a student with attendance/truancy problems;
4. Requiring the parent/guardian to contact the School to discuss the student's absences;
5. Giving a student and his/her parent/guardian written notice of the possible legal consequences of truancy; and/or
6. Referring the matter to the local juvenile court for consideration;

The School will endeavor to work cooperatively with the local juvenile court and other appropriate state and local agencies to deal with the issue of excessive absences and habitual truancy. The School will assure:

1. The attendance policy will be issued annually to parents/guardians (parents/guardians are asked to acknowledge receipt of the policy in writing);
2. The School will maintain a "flagging" system to identify students who may become excessively absent or habitually truant before they meet the mandatory timelines for classification as such. Parent/Guardians of these students are to be informed of the concern and consequence of such absenteeism;
3. An attendance officer is appointed for the School. This attendance officer will oversee the Absence Intervention Teams, strategies, plans and processes. This person may also be subpoenaed to Court to verify and testify should there be questions about attendance issues;
4. The School shall designate an Attendance Intervention Team comprised of at least two representatives of the School who will work together with students and parents on absence intervention plans, strategies and efforts;
5. The parent/guardian of a student with attendance/absence/truancy issues will be invited to participate as a member of the Absence Intervention Team that is assigned to that student;
6. Letters of notification and warning will be sent by USPS mail, electronic mail or other manner requested by the to the parent/guardian of each excessively absent or habitual truant; and
7. The School will ensure that all required reports are made when a child meets the habitual truant or excessive absence standard.

Teachers are encouraged to consult with the PRINCIPAL about a student's attendance problems and to suggest to students and their parents that more formal intervention may become necessary.

#### EXCUSED ABSENCES

Students may be excused from the School for one of the following reasons and will be provided an opportunity to make-up missed School work and/or tests:

1. Personal illness but not illness in the family unless the circumstances are approved by the PRINCIPAL;
2. Death in the immediate family;
3. Bona-fide religious holiday;
4. Professional appointments that cannot be scheduled at non-school times;
5. Pursuant to an age and schooling certificate; or
6. Absences approved by the PRINCIPAL for good cause.

Students with a health condition that causes repeated absence are to provide the School's office with an explanation of the condition from a registered physician.

The parent/guardian of a minor student must provide an explanation for his/her child's absence by no later than 9:00 a.m. on the day of the absence or send a note the following day. The parent/guardian is to call the School's office [and explain the reason for the absence]. If the absence can be foreseen (the "good cause" must be approved by the PRINCIPAL), the parent/guardian should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

Students who are excusably absent for more than ten (10) days in a grading period, regardless of the reasons, may be considered "frequently absent". If there is a pattern of frequent absence for "illness", the parent/guardian may be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Students that miss more than 15 days of school, whether excused or unexcused, may be retained in their grade for the following academic year if their academic progress is negatively impacted by the absences. Exceptions to this rule are at the discretion of the principal/superintendent.

EXCUSABLE, NON-APPROVED ABSENCE

If a student is absent from the School because for a legitimate reason as detailed above, which reason is explained in writing by the parent/guardian within a reasonable time after the absence, the classification of the absence will be changed from 'unexcused' to 'excused' and the student will be given the opportunity to make up the schoolwork that is missed to the extent practicable.

UNEXCUSED ABSENCES

Any student who is absent from the School for all or any part of the day without a legitimate excuse will be considered truant for the actual amount of time absent, rounded to the nearest hour, and the student and his or her parent/guardian will be subject to the truancy laws of the State. Students may be precluded from making up school work that is missed during a period of truancy.

NOTIFICATION OF ABSENCE

If a student is going to be absent, the parent should contact the School by 9:00 a.m. and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

The skipping of classes or any part of the School day is considered an unexcused absence and no make-up of class work will be permitted.

#### TARDINESS

A student who is not in his/her assigned location by the start of the school day shall be considered tardy. Any student arriving late to the School is to report to the School's office before proceeding to class. If a student misses any part of the instructional school day, his/her attendance is affected. The actual time that a student is tardy will be recorded to the nearest hour and the total amount of time that a student is tardy is considered in determination of excessive absences and habitual truancy.

A academic record of a student who is tardy 15 or more times during the school year may be automatically reviewed to determine whether the student is academically prepared for promotion to the next grade level.

#### VACATIONS DURING THE SCHOOL YEAR

Parents are encouraged not to take their child out of the School for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the PRINCIPAL and the student's teacher(s) to secure approval and make necessary arrangements. Approval of absences for vacations is in the sole discretion of the Principal and is not automatic. A student who has been excessively absent or habitually truant is not likely to receive approval for a vacation-related absence. If approval is given, it may be possible, at the discretion of each teacher, for the student to receive certain assignments that are to be completed during the trip.

#### MAKE-UP OF TESTS AND OTHER SCHOOL WORK FOR EXCUSED ABSENCES

Students who are excusably absent from School shall be given the opportunity to make-up work that has been missed.

Students will be given the number of days of excused absence within which to make-up work. Students will not be given an exemption from making up any work or classroom assessments that were given unless excused by the teacher.

#### STUDENT ATTENDANCE AT SCHOOL EVENTS

The School encourages students to attend as many School events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build School spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as non-participants are properly safeguarded, it is strongly advised that a parent or adult chaperone accompany students when they attend the event.

The School will continue to provide adequate supervision for all students who are participants in a School activity. Students must comply with the Code of Conduct at School events, regardless of the location. Student behavior may prohibit attendance at school events.