

**CERTIFICATION OF RESOLUTION**  
**ATTENDANCE, ABSENCE & TRUANCY POLICY**

**Marion Preparatory Academy**  
*(An Ohio Non-Profit Corporation)*

The Governing Authority (the "Board") of **Marion Preparatory Academy** (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 **Marion Preparatory Academy** Board of Directors adopts the Attendance, Absence & Truancy Policy. The Attendance, Absence & Truancy Policy is attached as Exhibit A and incorporated herein as if restated in its entirety.

IT IS FURTHER RESOLVED that the **Marion Preparatory Academy** Board of Directors adopts the FERPA Parental and/or Eligible Student Consent Disclosure Form for the Absence Intervention Team. The FERPA Parental and/or Eligible Student Consent Disclosure Form for the Absence Intervention Team is attached as Exhibit B and incorporated herein as if restated in its entirety.

IT IS FURTHER RESOLVED that the Board Chair is authorized and directed to execute any and all forms, and/or documents required in connection or by reason of this resolution.

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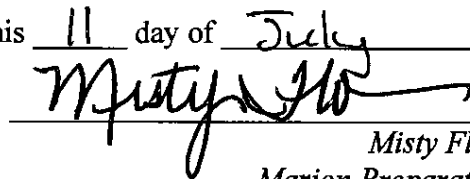
**APPROVAL AND ADOPTION OF RESOLUTION**

Motion to approve and adopt the Attendance, Absence & Truancy Policy (without / with) amendment(s)

Made by Member Cooke Seconded by Member Huddle.

<b>Board Member Name</b>	<b>AYE</b>	<b>NAY</b>	<b>OTHER (not present, abstain, etc.)</b>
David Cooke	✓		
Jeff Diehl			Not Present
Evan Geyer	✓		
Rick Huddle	✓		
Misty Flowers, Chair	✓		

As adopted on this 11 day of July, 2023.



*Misty Flowers, Chair  
Marion Preparatory Academy*

## Exhibit A

### ATTENDANCE, ABSENCE AND TRUANCY POLICY

#### **Marion Preparatory Academy**

##### **Article I.**

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.

**Marion Preparatory Academy** (“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.

##### Section 1. Truancy and Withdrawal

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 72 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 or legal guardian, the public school district in which the student’s parent or legal guardian resides, and any other agency required by law.

Whenever a student withdraws from the School voluntarily, the student’s teacher shall attempt to ascertain the reason for withdrawal and shall immediately inform the Superintendent or his/her designee of the reason for the withdrawal. If the student voluntarily withdrew from the School as a result of a change in residence, the Superintendent or his/her designee shall notify the superintendent of the district to which the Student has moved of all essential information regarding the Student, including the Student’s new address.

If the Superintendent or his/her designee becomes aware that a Student who has withdrawn from the School for reasons other than a change of residence is not enrolled in another school, the Superintendent or his/her designee shall notify the registrar of motor vehicles and the juvenile judge of the county in which the School is located of the Student’s likely violation of the State’s compulsory education laws. Notice shall be given within two (2) weeks and shall include the Student’s name, address, date of birth, School, and the district where the Student resides. Any notice given in error shall be immediately rescinded by the Superintendent or his/her designee.

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:

- A. Assignment of student to an Absence Intervention Team, who will work with the student and the student's parent or legal guardian to develop an appropriate intervention plan;
- B. Notification to the student's parent or legal guardian within seven (7) days of an absence triggering a determination of 'habitual truancy' or 'excessive absences';
- C. Offering counseling and community resource guides to the student and the family of a student with attendance/truancy problems;
- D. Requiring the parent or legal guardian to contact the School to discuss the student's absences;
- E. Giving a student and his/her parent or legal guardian written notice of the possible legal consequences of truancy; and/or
- F. 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 ensure:

- A. The attendance policy is issued annually to parents or legal guardians (parents or legal guardians are asked to acknowledge receipt of the policy in writing);
- B. Maintenance of 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 or legal guardians of these students are to be informed of the concern and consequence of such absenteeism;
- C. 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;
- D. The designation of an Attendance Intervention Team comprised of at least two (2) representatives of the School who will work together with students and parents on absence intervention plans, strategies, and efforts;
- E. The parent or legal guardian of a student with attendance/absence/truancy issues is invited to participate as a member of the Absence Intervention Team that is assigned to that student;
- F. Letters of notification and warning are sent by USPS mail, electronic mail or other manner requested by the to the parent or legal guardian of each excessively absent or habitual truant; and
- G. 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 or legal guardian that more formal intervention may become necessary.

## Section 2. 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:

- A. Personal illness but not illness in the family unless the circumstances are approved by the Principal;
- B. Death in the immediate family;
- C. Bona-fide religious holiday;
- D. Professional appointments that cannot be scheduled at non-school times;
- E. Pursuant to an age and schooling certificate; or
- F. Absences approved by the Principal for good cause.

Student medical appointments and dental appointments may be categorized as ME for state reporting purposes so long as permitted by the Ohio Department of Education.

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 or legal guardian of a minor student must provide an explanation for the 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 or legal 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 or legal 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 or legal 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.

## Section 3. Excusable, Non-approved Absence

If a student is absent from the School because for a legitimate reason as detailed above, and the reason is explained in writing by the parent or legal 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.

#### Section 4. 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 or legal guardian will be subject to the truancy laws of the State. Students may be precluded from making up schoolwork that is missed during a period of truancy.

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.

#### Section 5. Notification of Absence

If a student is going to be absent, the parent should contact the School by 9:00 a.m. on the day of the absence 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.

#### Section 6. Excessive Absenteeism

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, and to be 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:

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

Ohio law requires intervention for excessive absenteeism. Specifically, Ohio law requires that if a student is absent with a nonmedical excuse or an unexcused absence 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 or legal guardian within seven days 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, legal 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 or legal guardian in the Absence Intervention Team.
  - a. The School will assess if a non-response from a parent or legal guardian 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, or legal guardian.

Additionally:

- A. At no time will students be expelled or suspended out of school due to excessive absences or truancy.
- B. 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.
- C. 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.

#### Section 7. Notification of Student's Parents or Legal Guardian of Absence

The School shall make an attempt to notify the parent or legal guardian of any student who is absent from School without an excuse within 120 minutes of the School day commencing.

An attempt to contact a student's parent or legal guardian shall be made through one of the following methods:

- A. A telephone call placed to the parent or legal guardian at the telephone number the School has on file; or
- B. An automated telephone call via a system that includes verification that each call was actually placed, and either the call was answered by its intended recipient or a voice mail message was left by the automated system relaying the information; or
- C. A notification sent through the School's student information system; or
- D. A text-based communication sent to the parent or legal guardian's cell phone.

#### Section 8. 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.

An 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.

#### Section 9. 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.

#### Section 10. Make-Up of Tests and Other Schoolwork for 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.

#### Section 11. 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, 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.

**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. Section 1232g and Ohio Revised Code Section 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 **Marion Preparatory Academy** 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 Sec. 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 or legal 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, Legal Guardian or Eligible Student

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

\_\_\_\_\_

Print Name of Parent, Legal Guardian or Eligible Student