



GVA Attendance Policy

Regular attendance by all students is very important and a key factor for student success. Missing too much school has long-term negative effects on students, such as lower achievement and graduation rates. **The GVA Board does not excuse student absences from school for vacations or other non-emergency trips.**

EXCUSED ABSENCES

1. Personal illness of the student
2. Illness in the student's family
3. Death in the family
4. Quarantine for contagious disease;
5. Religious holidays
6. Medical/Dental/Legal appointment (requires verification from provider)
7. As determined by the Superintendent (**only for extraordinary circumstances—not vacations**)

UN-EXCUSED ABSENCES

1. Missing the bus
2. Car trouble of any kind
3. Running non-emergency errands
4. Shopping
5. Vacation (**Vacation is not an approved reason for absence in the state of Ohio.**)

THE PROCESS

An Excused Absence requires a note or phone call from a parent/guardian stating why student was not in school.

- If a parent knows *ahead of time* that a student will be absent from school, the parent shall call the school office or submit a signed note to the school office as soon as they are aware there will be an absence.
- If the absence is *NOT known ahead of time*, the parent shall notify the school via telephone by 9am on the day of the absence. If no one is available to answer the phone, parents shall leave a voicemail.
- Medical verification may be required for any excused absences due to personal illness that exceed 60 hours in a school year, or after 5 consecutive days of an absences due to illness. Medical verification will be defined as a statement by a licensed physician or psychologist that a bodily or mental condition exists which does not permit school attendance.

MAKE-UP WORK

Excused Absences: Upon return to school, each student who is absent must immediately make arrangements with his/her teacher(s) to make-up work missed. All work should be made up and makeup work will be accepted in all grades.

Un-excused Absences: Students who are absent from school for reasons not permitted by State law **will not** be permitted to make up work. For an absence due to family vacation, lost work will be counted as zeros.

COVID-19 ATTENDANCE POLICIES

- Anyone exhibiting symptoms of COVID-19 should contact their primary care provider and they will be given testing instructions. In reporting an absence, parents and staff are to provide reasons for the absence and indicate the symptoms exhibited.
- **Families must notify the school if they have been diagnosed with COVID-19, exposed to anyone with COVID-19, or if a member of their immediate household is presumed to have COVID-19.**
- All students and staff will follow The Cuyahoga County Department of Health guidelines for school attendance and readmittance to school after a positive COVID-19 diagnosis/positive test results, **including a 14-day quarantine period.**
 - Students quarantined due to family illness will participate in Remote Learning during the duration of their quarantine. All Remote Learning rules and attendance policies will apply.
- **Vacations during instruction time, especially out of state or out of country, WILL NOT BE TOLERATED. GVA reserves the right to withdraw families who do not comply and choose to skip instructional time for vacation.** There will be no remote learning option for students on vacation.



REMOTE ATTENDANCE TRACKING FOR 2020-2021

GVA will provide the option of synchronous, teacher-led, remote learning for the 2020-2021 academic year **for students who are quarantining due to Coronavirus exposure. This is not an option for students who are out sick or on vacations.** For virtual students, attendance shall be tracked in the same manner as hourly, in-person instruction. Teachers shall determine hourly attendance by evidence of student login and logoff data.

EXCUSED ABSENCES FOR SYNCHRONOUS LEARNING:

In addition to the reasons listed at the beginning of this policy, absences from synchronous web-based instruction may be considered excused under the following circumstances, with notice from a parent/guardian:

1. Temporary internet outage for individual students or households;
2. Unexpected technical difficulties for individual students or households, such as password resets or software upgrades occurring during a teacher-led remote learning lesson;
3. Malfunction of a GVA-owned device for which GVA is providing technical assistance, repair, or replacement.

UN-EXCUSED ABSENCES

In addition to the reasons listed at the beginning of this policy, absences from synchronous web-based instruction will be considered un-excused under the following circumstances:

1. Parents/guardians do not call or notify office of technical malfunctions and/or loss of internet,
2. Parents/guardians do not notify the office of an appointment or illness and the student is not present online
3. Student is not visible on Zoom and not responsive
4. Student fails to hand in classwork assignments

HABITUALLY TRUANT AND EXCESSIVELY ABSENT

Absences are divided into two categories, “Habitual Truancy” and “Excessive absences.” Absences are documented in **hours**, not days; so tardiness is also a factor.

1. Definition of “**Excessively Absent**” (Unexcused AND Excused Absences)

- Absent 38 or more hours (approximately 6 days) in one school *month* **with or without** a legitimate excuse
- Absent 65 or more hours (approximately 10 days) in one school *year* **with or without** a legitimate excuse

Students deemed “**excessively absent**” in either of these circumstances will be sent a letter from the school district notifying them of excessive absences. No further action will need to be taken at that time, but further action may be required if the absences continue.

In addition, **Chronic absenteeism**, is defined by the Every Student Succeeds Act as **missing 10 percent or more of the school year for any reason**. It includes excused and unexcused absences. This will also be tracked throughout the year.

2. Definition of “**Habitual Truant**” (Unexcused absences)

- Absent 30 or more *consecutive* hours (approximately 4 ½ days) **without** a legitimate excuse
- Absent 42 or more hours (approximately 6 ½ days) in one school *month* **without** a legitimate excuse
- Absent 72 or more hours (approximately 11.5 days) in one school *year* **without** a legitimate excuse

Students deemed “**habitually truant**” in any of these circumstances will be turned into GVA’s attendance officer. The attendance officer will contact parents regarding the date and time of a meeting set by the school’s Absence Intervention Team (AIT) that the parent is required to attend. Failure to attend may result in the school district contacting Children’s Services. During this meeting, the AIT will develop an Absence Intervention Plan that parents will be expected to take part in. The school’s AIT will monitor and evaluate the intervention plan during implementation. Failure to follow and meet the plan requirements will result in the district filing an official complaint in juvenile court.

If a student fails to participate in seventy-two (72) consecutive hours of learning opportunities, he/she will be automatically withdrawn. This means that after 12 consecutive days of UNEXCUSED absences (including family vacations), a student will be withdrawn from GVA and will forfeit his/her seat.

In order to maximize your child’s daily instruction, it is important he or she attend school regularly. Please assist the school district in making every effort to ensure the attendance of your child.