



Global Village Academy  
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## 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 believe that students should be excused from school for vacations or other non-emergency trips.** The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher.

### EXCUSED ABSENCES

*Excused absences are limited to the following reasons:*

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

*Unexcused absences include the following:*

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—STUDENT ABSENCE

An Excused Absence requires a note or phone call from a parent/guardian stating why the 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 absence 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:*** Each student who is absent must immediately, upon return to school, 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 may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and respective

teacher(s). For an absence due to family vacation, lost work will be considered "neutral" (counting neither as credit nor as outstanding) in terms of grading.

### **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 Global Village Academy's attendance officer. The attendance officer is required to contact the parent 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.