

A decorative border of black paw prints surrounds the text. The prints are arranged in a rectangular frame, with some prints on the top and bottom edges being larger and more prominent than those on the sides.

Tri-Valley High School & Middle School

2016-2017

Student Attendance

Policy

&

Forms of Discipline

Revised August 2016

Tri-Valley High School Student Attendance Policy

Philosophy:

Regular daily class attendance and punctuality are necessary in order for the learning process to be effective. Frequent absences disrupt the instructional process, which requires a continuity of classroom learning experiences, pupil interaction, and study in order to reach the goal of maximum educational benefits for each student. Studies show that students who miss school frequently experience great difficulty in achieving the maximum benefits of instruction. We are aware that there are occasions when a student cannot be present and thus may miss an essential learning experience. However, our concern is with each student's total participation, which is reflected in the attendance procedures, which follow:

Rationale:

- A. The laws in Ohio require daily attendance of all students until age 18 (or 16 if approved to withdraw and work full-time). Rev. Code 3321.04 Every parent, guardian, or other person having charge of any child of compulsory school age who is not employed on an age and schooling certificate must send such child to a school which conforms to the minimum standards prescribed by the state board of education for the full time the school attended is in session, which shall, in no case, be less than thirty-two weeks, per school year. Such attendance must begin within the first week of the date at which the child begins to reside in the district or within one week after his withdrawal date from employment.
- B. Daily attendance and punctuality are essential to success in school and are necessary habits for later success in life. Daily attendance affords a student the opportunity to reap benefits from the educational environment provided by the Tri-Valley Local Schools. Excessive absences and tardies cannot be accepted.
- C. Excessive absence from school shall be a factor when assessing a student's yearly performance for grading purposes.

Parent's Role in Their Child's Education

The attendance of all children of compulsory school age (6-18 years) is required every day that school is in session. The laws of the State of Ohio place the responsibility for school attendance squarely upon the parents. Failure of parents to require a child to attend school regularly may result in court action.

Within the framework of the Ohio Revised Code 3321.04 and the State Board of Education Regulation 3301-51-13, students will be given excused absences for:

- A. personal illness;
- B. illness in immediate family;

- C. quarantine;
- D. death of a relative;
- E. observance of religious holiday;
- F. Superintendent or principal's discretion;
- G. emergency at home.

In addition to these, Tri-Valley High School will excuse student absence from school for:

- A. approved field trips and school sponsored/related activities;
- B. pre-approved planned absences (i.e. family trips, college visitations, doctor appointments, armed forces testing)

***However, once a student has missed 5 days in a semester, these reasons will be considered unexcused without a physicians' note.**

Absences from school for reasons other than those listed above will be considered unexcused. Students may not receive credit for make up work during an unexcused absence.

Absence Time Schedule

Students who arrive at the following times will receive:

HIGH SCHOOL

7:57 A.M. to 10:00 A.M. -- Tardy to School.

10:01 A.M. to 11:00 A.M. --- ½ Day Absence from School.

11:00 A.M. to 2:20 P.M. --- Full Day Absence from School.

Absence

When a student is absent with parental consent for one of the approved reasons within the framework of the Ohio Revised Code 3321.04 and ***Tri-Valley Board of Education Policy***, work missed during the absence may be made up within the specified time limit. Parents must submit a written statement regarding the absence or contact the school by phone. (I.E. personal illness or doctor or dental appointments.)

Unexcused Absence

When a student is absent and his/her excuse does not fall within the framework of the Ohio Revised Code 3321.04 and the ***Tri-Valley Board of Education Policy***, and the student fails to submit a written statement from his/her parents within the specified time (5 school days), work shall not be made up.

Excessive unexcused absences from school in any grading period may result in a failing grade for that grading period. (I.E. babysitting, shopping, or staying at home with parent's knowledge.)

Suspension Absences

Any student who has been suspended out of school will have the opportunity to make up any and all work that is missed during the student's first suspension. Any student suspended out of school more than one time during the current school year will only have the opportunity to make-up major test or projects given/taken during the student's suspension, but they will receive an "F" for work such as quizzes, homework, etc.

Truancy

Truancy is defined as the willful absence of a student from class or school without the prior knowledge of the school or parents/guardians. School time missed will be made up either through detention, ***In-School Detention or Suspension***, Saturday school, or Diversion Weekend; however, class work missed during this period will not be graded for credit.

The Superintendent is authorized to establish an educational program for parents of truant students, which is designed to encourage parents to ensure that their children attend school regularly.

Excessive Absence

When a student is continually absent with the parent's knowledge and/or permission, the school may consider the parent's excuses to be questionable or unacceptable. A doctor's verification may be requested if the questionable absence is illness related.

In evaluating all absences, consideration will be given to the student's absence because of serious illness, hospitalization, or being under a doctor's care for extended periods of time.

General Absence Procedures

In every case of a foreseen absence, an attempt should be made to have the absence excused in advance.

Parents/guardians are to call the high school (754-2921) between 7:30 and 9:00 a.m. to report student absences (***Ohio Revised Code 3321.03 & 3321.09***). After 9:00 a.m. the attendance office will try to contact a parent or guardian at home or at work to clear the absence. In the event that phone contact is not made, the student must submit a written note from a parent or guardian to the attendance office upon returning to school.

On the first day of return, the student will bring a signed note from the parent to the office, indicating the reason for the absence or tardy.

The office will issue either an excused or unexcused blue admit slip to the student based on the reason for absence and whether the reason is allowable under the ORC. Should the student return without a signed note, and no telephone contact was made between the school and the parent, the student will be issued an unexcused pass, will be considered truant, and may be subject to disciplinary or juvenile court action.

When a student returns to class he/she must present his/her excused/unexcused pass to the teacher. Teachers will not allow a student who has been absent back into class without a blue slip or pass from the office. Students who arrive at class without a pass will be sent to the office immediately. Failure to report may result in disciplinary action.

Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the district. The Board of Education recognizes, however, that from time to time compelling circumstances will require that a student be late to school or be dismissed before the end of the school day.

As agent responsible for the education of the students of this district, the Board of Education shall require that the school be notified for approval in advance of such absences by request of the student's parent or guardian, which shall state the reason for the tardiness or early dismissal.

Justifiable reasons may include:

1. medical or dental appointments which cannot be scheduled outside of school hours;
2. medical disability;
3. motor vehicle driver's test;
4. interview for college entrance or employment;
5. ***emergency at home;***
6. funeral;
7. such good cause as may be acceptable to the building principal.

No student in grades K through 12 but under the age of eighteen (18) shall be permitted to leave the school before the close of the school day without prior approval.

A record shall be kept indicating the legal custodian of each student. Such custodian shall be responsible for informing the building principal of any change in the student's custodian.

If one parent has been awarded custody of the student, the parent in custody as defined in statute (**R.C. 3313.67.2**) shall inform the school of any limitations in the rights of the non-custodial parent. Without such notice, the school will presume that the student may be released into the care of either parent.

No student who has a medical disability, which may be incapacitating may be released from school without a person to accompany him/her.

R.C. 3313.20.5, 3313.64

Tardiness:

Any student who arrives at school after the 7:57 A.M. Bell will be considered TARDY to school until 10:00 A.M. at which time they will become absent from school. (See Absence Time Schedule for half day absence time.)

ALL TARDIES will be considered unexcused, with the exception of those student's that have a Doctor's medical excuse.

Each student will be allowed to be tardy three times per semester without penalty.

Any student who receives their third tardy of the semester will be given a written warning. For each additional tardy a student will be required to make-up one hour of time after school as soon as possible.

Any student who fails to make-up the required time will be subject to a progression through the districts discipline policy.

<i>1st Offense</i>	<i>Recorded</i>
<i>2nd Offense</i>	<i>Verbal Warning</i>
<i>3rd Offense</i>	<i>Written Warning</i>
<i>4-5 Offense</i>	<i>1 Hour Detention</i>
<i>6-7 Offense</i>	<i>2 Hour Detention</i>
<i>8+ Offense</i>	<i>Saturday School</i>

Tardy to Class (periods 2-8)

Any student late to class without legitimate excuse will receive an unexcused tardy from the teacher.

Consequences for unexcused tardies to class:

<i>1st Offense</i>	<i>Written Warning and/or parent contact</i>
<i>2nd Offense</i>	<i>After School Detention</i>
<i>3rd Offense</i>	<i>Saturday School or In School Detention</i>
<i>4th Offense</i>	<i>In or Out of School Suspension and/or Diversion Weekend</i>

Early Dismissal

To be excused during the day, a student must obtain an “early dismissal” pass from the office. **Written notes from parents must be brought to the office prior to the beginning of school on the day of the early dismissal.** The pass will show the student’s anticipated time of return and should be shown to the teacher prior to the start of class so the teacher knows the student is excused to leave during the class. When the student leaves he/she must sign out in the office and also sign in when he/she returns.

Pre-Planned Absences

Any time a student knows that he/she will be missing school for at least 1/2 day or more he/she should bring a signed note from a parent explaining the reason for the anticipated absence and pick up a Pre-Planned Absence Form from the office. This form must be signed by all of the student’s teachers and then returned to the office before the day(s) the student will miss.

Reasons for pre-planned absences include:

1. College visitations – must have counselor approval
2. Armed Forces testing
3. Family trip (days absent can count in **15 day total** as stated in the attendance policy)
4. Medical appointment

Students are responsible to make up work missed during the planned absence.

Illness While in School

Students who become ill at school should report to the office for assistance. Students are not to leave school at any time during the school day without checking out through the office.

If a student is ill and needs to leave school, the administration will attempt to contact the student’s parent to obtain permission to dismiss the student from school.

Make Up Work

If an absence is excused the student is allowed to complete and receive credit for work or assignments missed during the absence. Generally a student will have an amount of time equal to the number of days of absence to make up work missed (this does not apply to prearranged absences). Teacher discretion may be used to extend this time if appropriate. It is the student’s responsibility to find out what schoolwork was missed and to make the necessary arrangements to complete it with each individual teacher.

Suspension Absences

Out of school: A student who has been suspended from school will have the opportunity to make up any major test or project, but will receive an "F" for work such as quizzes, homework, etc.

In school: A student who has received in school suspension/detention will be allowed to take tests, quizzes, and do classwork in the in school suspension/detention room.

Guidelines to Improving Attendance

- A. When a pattern of absenteeism develops and accumulates up to ten (10) days, a letter will be sent to the parents followed by a conference with parents at their request. If the absenteeism is not corrected, the child's name will be turned in to the Muskingum County Attendance Officer.
- B. ***At fifteen (15) days of absence, a letter will be sent home stating that the student is in danger of not earning academic credit within the provisions of this policy.*** If the parents feel that the student's pattern of cumulative absence is a function of unusual circumstances, the parents may appeal to the principal for an exception to the policy. When such a request is received, the principal shall carefully examine all of the facts of the request and render a decision. The decision of the principal is final.
- C. ***Students who are absent in excess of fifteen (15) days for the year will be subject to administrative action.*** Such action will include a conference with parents, students, and principal/assistant principal. A third letter will be sent to the parents explaining this.

The penalty for excessive absences (more than fifteen (15) days a year) could result in the following:

- 1. conference with administrators***
- 2. referral to Juvenile Court program including Diversion Weekend.***
- 3. loss of academic credit for the year (the student will repeat the year)***
- 4. referral Saturday School.***
- 5. referral to After-school Make-up time.***
- 6. Community Service Time***

D. Whenever any student under the age of eighteen (18) has ten (10) consecutive days or a total of fifteen (15) days of unexcused absence from school during any semester, the Board authorizes the Superintendent to inform the student and his/her parents of the truancy record and the District's intent to notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court of the student's excessive truancy.

It should be stressed that when a child is not attending school, there is a reason and every effort will be made to discover this reason and deal with it in a positive and constructive manner; however, in cases where a child's attendance does not improve, the attendance officer will file a formal complaint with the court system.

Improving Your Child's Attendance

Personal Illness: If a student is ill, the school desires for the child to remain at home for his/her own good as well as for the welfare of the entire school population; however, please make sure your child is ill and not just "not feeling well" before permitting him/her to stay home.

Medical and Dental Appointments: Such appointments are for the purpose of maintaining good health and will be considered necessary; however, the school should be informed of such an appointment at the session of the school immediately preceding the anticipated absence. Parents should attempt whenever possible to schedule these appointments on Saturday or after school hours.

Vacations: Vacations and extended trips are valuable educational experiences; however, absence for vacations and trips is discouraged during the school year. When trips are unavoidable, parents should contact the school to make arrangements before the absence.

Working: While working teaches a child to follow directions and to accept authority and responsibility, a child's main job, until graduation, is at school. Working at home, due to illness or emergency, will be considered necessary in certain limited approved cases.

R.C. 3321.01 et seq., 3321.13(B)(2), 3321.19, 3321.38
A.C. 3301-35-03(G), 3301-51-13

Absences for Religious Instruction

The Board of Education desires to cooperate with those parents who wish to provide for religious instruction for their children but also recognizes its responsibility to enforce the attendance requirements of the State.

Upon the signed request of a student's parent, the Board will allow exceptions to the student's continuous attendance at school for religious instruction outside the school building by an authorized church or religious organization for no more than 120

minutes per week. For attendance purposes, the student shall be considered to be in attendance at school during such religious instruction.

A student must be properly registered and a copy of such registration must be filed with the principal.

The principal shall arrange the time for release for religious instruction or education. She/he will also assure the appropriate continuance of the instructional program in the public school during such release times.

No solicitation for attendance at religious instruction shall be permitted on district premises. No staff member shall encourage or discourage participation in any religious instructional program.

Attorney General's Opinion 88-001

Penalties for Misconduct

The authority of each teacher and school employee extends to all students at all times, at all places in the school building or on the school grounds, and as well as to and from school activities away from school grounds. Failure to comply with the directions of a staff member is a violation of the student code of discipline and may result in disciplinary action including suspension or expulsion from school.

Care Of Property

Tri-Valley High School requests that all students be responsible for their/school property. The school will not assume responsibility for student bookbags, textbooks, electronic devices, money, jewelry, etc... left unattended. All valuables should be secured in a locked locker both in the hallway and/or locker room. Students using the locker room should not leave any articles of clothing or footwear unattended or in an unlocked locker. All valuables should be given to the teacher for safekeeping.

Video Surveillance Equipment

Tri-Valley High School reserves the right to utilize video surveillance equipment in all common areas on school property, both inside and outside of the building, to help maintain a safe and secure environment for students and staff.

If a student's action indicates a violation of the Code of Conduct, the administration and possibly the police will view the videotape. The information acquired using this type of technology will remain strictly confidential. Disciplinary and possibly police action may follow as a result of the viewing of the tape by the administrative circle or its designee, and law enforcement agencies.

Diversion Weekend for School Unexcused Absenteeism and Unruly Behavior

Students whose absenteeism is excessive and unexcused as well as students who breach the disciplinary procedures of Tri-Valley High School may, in addition to

school procedures on these matters, be recommended by the administration for a Diversion Weekend. Diversion Weekends are sponsored by the Muskingum County Juvenile Court and held on a monthly basis at a location within the county. They are held Friday evenings and all day Saturday. Once recommended for a Diversion Weekend, noncompliance may result in charges being filed by the Muskingum County Municipal Court Juvenile Division.

Diversion Weekend Form

PORBATE AND JUVENILE JUDGE

DIRECTOR OF COURT SERVICES

MUSKINGUM COUNTY
COURT OF COMMON PLEAS
JUVENILE DIVISION
1860 EAST PIKE
ZANESVILLE, OHIO 43701
PHONE 740-453-0351

Dear:

The Muskingum County Juvenile Court has received the enclosed citation against you. On/at; an informal hearing will be conducted in the office of the Diversion Coordinator at the Muskingum County Juvenile Court located at 1860 East Pike, Zanesville, Ohio 43701.

Your failure to appear at this meeting accompanied by a parent or guardian may result in the enclosed complaint being filed and an order by the Juvenile Court to appear for an arraignment on a future date.

Diversion Coordinator

Enclosures: Citation

Juvenile Tobacco Offender

Tobacco or Tobacco Products

The use and/or possession of tobacco and/or tobacco products by any student while under the jurisdiction of the Tri-Valley Local School District are strictly forbidden. Students who violate this rule are subject to the disciplinary procedures of Tri-Valley High School. In addition, under O.R.C. 2151.87, no person under age 18 may possess or consume tobacco or tobacco products. This is a minor misdemeanor. If you are over age 18 and sell tobacco or tobacco products to a minor, on campus, this is a violation of O.R.C. 2927.02, a 4th degree misdemeanor. The administration of Tri-Valley High School may at its discretion have a citation issued to the offending party by a deputy of the Muskingum County Sheriff's Department.

Tobacco Offender Form

**MUSKINGUM COUNTY JUVENILE COURT
DIVERSION PROGRAM
1860 EAST PIKE
ZANESVILLE, OH 43701
(740) 453-0351**

JUVENILE TOBACCO OFFENDER

Offender Name:

Offender Number:

I, _____, do admit to being a Juvenile Tobacco Offender on _____, and I agree to participate and complete a Tobacco Education Program (not to exceed 12 hours in duration). I also understand that I have 30 days to complete the tobacco program.

If I fail to successfully complete the Tobacco Education Program, these charges will be forwarded to the County Prosecutor for a formal court hearing.

Offender

Diversion Coordinator

Parent/Guardian

Postsecondary Enrollment Expulsion

When a student is expelled from this District, the Superintendent shall send written notice to any college in which the expelled student is enrolled under Postsecondary Enrollment Options at the time the expulsion is imposed. The written notice shall indicate the date the expulsion is scheduled to expire and that the Board has adopted a provision in Policy 2271 under R.C. 3313.613 to deny high school credit for postsecondary courses taken during an expulsion.

If the expulsion is extended, the Superintendent shall notify the college of the extension.

Saturday School and After School Detention

Saturday School is a four-hour study hall, which meets on Saturday morning from 8:00 a.m. to 12:00 p.m. It is intended to serve as a replacement for suspension from school for disciplinary reasons. A letter is sent home regarding Saturday School.

After school detention is a one-hour block of time used for minor disciplinary reasons and may be assigned by a teacher or administrator.

Any student who disrupts the operation of Saturday School or after school detention may be placed in in- or out-of school suspension.

If a student misses a Saturday School or after school detention, the following penalties may be issued:

- 1st Offense double the time missed
- 2nd Offense *in-school detention or suspension***
- 3rd Offense *referral to Diversion Weekend Program***
- 4th Offense 3 to 10 days of suspension and/or referral to Juvenile Court
- 5th Offense 10 day suspension and possible recommendation for expulsion

Social Probation

Any student can be denied the privilege to attend any or all of the school's social events as a means of discipline for any violation of the student code of discipline.

Suspension

In-school: The student is to be in attendance at school, but is not to attend all or part of his/her classes and/or activities as designated by the principal. The student is to be assigned to the in-school suspension room during the period of suspension.

Out-of-school: The student is to be at home during the entire school day and is not to attend any school activities during the period of suspension. When a suspension is issued, the student shall be given written notice of the intention to suspend, including the reasons for the intended suspension.

The student shall have the opportunity to appear at an informal hearing before the assistant principal, principal, or superintendent or his representative. The student has the right to explain his/her actions and to give reasons against the intended suspension. The hearing may take place immediately after the intention notice is presented to the student.

The assistant principal, principal or superintendent shall make the final decision to suspend.

Within 24 hours of the beginning of the suspension period, a letter shall be sent to the parent, guardian, or custodian of the student and to the clerk of the Board of Education, notifying them of the suspension, stating the reasons for it and advising them of the right to be represented at a hearing before the Board of Education or its designee (Superintendent) in executive session if so required. The request must be made not more than five (5) days following the suspension.

The decision of the Board must be made in public session and the decision may be appealed to the Court of Common Pleas.

Emergency Removal

A student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, may be immediately removed from the class, activity, or premises without notice or hearing by the assistant principal, superintendent, or his representative.

As soon as possible after the removal, the student shall be given written notice of an informal hearing to be held before the assistant principal, principal, superintendent, or his representative not more than 72 hours following the time of the removal.

The principal or superintendent may reinstate a removed student prior to the hearing, but must, upon request, give reasons in writing to the teacher ordering the removal. The teacher cannot refuse to reinstate.

The hearing shall be conducted in accordance with the intended disciplinary action, either suspension or expulsion except that the expulsion hearing must be held within 72 hours of the removal. The person ordering the removal must be present at the hearing. Under an emergency removal, a student may be kept from attending school, class, or school activities until the matter of his/her misconduct is resolved by suspension, expulsion, or reinstatement.

