

Kings Local School District Attendance Policy

All students are expected to attend school regularly and to be on time for classes in order to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. We will work towards perfect attendance each day; however, we do not want children at school if they are ill.

Parents are to call the school's attendance line any time their child is going to be absent or tardy. Listed below are the attendance numbers and times you need to call.

Building	(513)398-8050	Call before:
Kings High School	Ext. 23	8:55 a.m.
Kings Jr. High School	Ext. 32	8:55 a.m.
Columbia Elementary	Ext. 52	10:00 a.m.
J.F. Burns Elementary	Ext. 42	10:00 a.m.
Kings Mills Elementary	Ext. 72	10:00 a.m.
South Lebanon Elementary	Ext. 62	10:00 a.m.

The office staff will call the homes or offices of any child's parent who fails to contact the school. This is the law in Ohio and is designed to protect our children. Students who are absent from school during the day are not permitted to take part in after-school programs/activities unless special permission has been approved by the principal.

The following guidelines will be used to calculate time missed by students:

J.F. Burns Elementary, Kings Mills, South Lebanon Elementary School Hours 8:40 – 3:20		
Arrival	8:50 – 10:00	Tardy – AM
Arrival	10:00 – 12:00	Absent ½ day AM
Arrival	12:00 – 3:20	Absent whole day
Dismissal	8:40 – 12:00	Absent whole day
Dismissal	12:00 – 2:20	Absent ½ day PM
Dismissal	2:20 – 3:20	Early Release (Tardy)

Columbia Elementary School School Hours 8:30 – 3:30		
Arrival	8:40 – 10:00	Tardy – AM
Arrival	10:00 – 11:30	Absent ½ day AM
Arrival	11:30 – 3:30	Absent whole day
Dismissal	8:30 – 11:30	Absent whole day
Dismissal	11:30 – 2:30	Absent ½ day PM
Dismissal	2:30 – 3:30	Early Release (Tardy)

Kings Junior High & Kings High School School Hours 7:25 – 2:26		
Arrival	7:25 – 8:55	Tardy – AM
Arrival	8:55 – 10:55	Absent ½ day AM
Arrival	10:55 – 2:26	Absent whole day
Dismissal	7:25 – 8:55	Absent whole day
Dismissal	8:55 – 1:00	Absent ½ day PM
Dismissal	1:00 – 2:26	Early Release (Tardy)

Legal Requirement

Ohio Revised Code, Section 3321.01:

All children between ages six (6) and eighteen (18) are of compulsory school age and must attend school.

Ohio Revised Code, Section 3321.03:

It is the parent's responsibility to cause the child to attend school.

Reporting and Monitoring Student Absences

It is the obligation of the parent, guardian, or custodian to report the child's absence or tardy each day.

- The parent should phone the school within one (1) hour from the start of school on the day of the absence.
- Upon the child's return to school the parent shall provide written documentation stating the day(s) absent and reason for such absence. Written documentation of absence(s) includes parent notes and physician notes as may be required by this attendance policy.
- If within two (2) school days after returning to school following an absence, written documentation has not

been received, the absence will be “unexcused.”

- **The parent (and not the school) maintains responsibility to make certain the absence note was submitted to the proper school attendance authority in a timely fashion.**

Excused Absences

- Personal illness or injury.
- Medical or dental appointments (partial days, in most cases).
- Illness or death in the family.
- Funeral of immediate family member or relative.
- Quarantine.
- Religious holiday (not counted against the eight (8) day absence rule).
- Appointments for court.
- Pre-approved vacations. Five (5) days per year approved in advance by the principal. These days shall be included in the eight (8) day absence rule.
- Head lice. Children excluded from school due to head lice are allowed two (2) excused absences (two occurrences per year, maximum). Days beyond the two (2) day limit (2 occurrences per year) are unexcused.
- Emergencies and other reasons deemed good and sufficient by the principal.

Unexcused Absences and Tardies

The school administration will make the final decision whether an absence/tardy is excused or unexcused. In general, unexcused absences/tardies include (but are not limited to):

- Missing the school bus.
- Experiencing transportation problems at home or on the way to school.
- Remaining home to complete school assignments.
- Missing school without legitimate illness.
- Oversleeping. Alarm clock (student’s or parent’s) failed to work.
- “My mom didn’t get me up.”
- Not having suitable clothing to wear to school.

Unexcused Absences and Tardies (continued)

- Working at a job during the school day without a proper work permit.
- Babysitting.
- Any form of recreation (unless pre-approved vacation days).
- Personal business that can be done after school or on weekends.
- “Helping at home” or “Was needed at home.”
- “I had a game last night.”
- Senior pictures/portraits.

Documentation of Absence/Tardy

Generally, eight (8) absences from school per school year or five (5) tardies to school per year for the reasons identified as “excused Absences” may be documented by a parent note. Absences in excess of eight (8) per school year or tardies in excess of five (5) per school year may not be excused by a parent and shall require documentation by the child’s physician, etc.

The foregoing general rule is for the convenience of school officials in the administration of this attendance policy. This rule does not create an entitlement for a child to be absent from school eight (8) days per school year or tardy to school five (5) days per school for reasons other than those identified for Excused Absences. Application of this general rule may be waived by school officials where circumstances indicate that its application does not service the child’s best interest. Those circumstances include, but are not limited to, the child’s and/or the child’s siblings attendance in the current or prior school year. Special requirement of students who have been adjudicated as guilty for truancy charges and parents who have been adjudicated as guilty for ‘Contributing’ charges related to truancy of their child(ren).

Nothing contained in this attendance policy is intended nor should be construed as restricting the discretion of school officials to make sure inquiries and request such verification/documentation as is reasonably necessary to determine if an absence /tardy is for any of the reasons identified in this policy as “Excused Absences.” In all instances where students/parents have previously been adjudicated guilty for truancy-related offenses (habitual/chronic truancy and contributing), excused absences shall be granted only on the condition of a note from a physician (see next section) or personally excused from school by the school administrator.

Medical Excuses

Medical excuses are acceptable documentation of an absence or tardy to school following a personal, in-office examination by a physician. Doctors may only excuse absences or tardies to school for the specific dates the student was under his/her direct medical care (during which the student was medically unable to attend school). Excessive medical excuses may result in the school contacting the physician for additional medical documentation.

Tardy to School

Important Note: Five (5) unexcused tardies = one day unexcused absence.

Make-Up Work

Excused absences and tardies allow students to make-up all missed class work, tests, and assignments. The general rule is the length of make-up opportunity is equivalent to the length of the absence. Students may not make-up class work, tests, and assignments missed due to unexcused absences or tardies.

Tardy to Class

Class tardies are handled on an in-school basis.

Truancy Defined

Truancy is defined by Ohio Revised Code, Section 3313.609, as “any absence that is not excused.”

Consequences of Truancy

Besides school-imposed discipline, unexcused absences (truancies) may be handled as follows:

- 2 Unexcused Absences. Formal warning via letter to parent/student.
- 5 Unexcused Absences. Juvenile Court truancy intervention meeting.
- 7 Unexcused Absences. Unofficial court hearing.

Important Note: Formal court proceedings may be initiated without utilizing the above sequence.

Truancy Charges Filed in Court

Truancy charges may be filed against students who become chronic (or habitual) truants. In addition, “contributing” charges may be filed against the parent(s).

Chronic Truancy (Delinquency) =

- 7 consecutive unexcused absences.
- 10 unexcused absences in four (4) weeks.
- 15 unexcused absences in a school year.

Habitual Truancy (Unruly) =

- 5 consecutive unexcused absences.
- 7 unexcused absences in four (4) weeks.
- 12 unexcused absences in a school year.

Students admitting to the truancy charge or adjudicated as unruly/delinquent for truancy may be ordered by the Juvenile Court to return to school and accumulate no further unexcused absences or tardies until graduation. A Violation of Court Order may be filed against the student for any future unexcused absence or tardy. The same applies to parents who have plead or been found guilty of “contributing” charges. Juvenile Court may retain jurisdiction of students until they attain 21 years of age.

Warren County Inter-School Attendance Agreement:

Student attendance records shall be maintained for students moving from one Warren County school district to another district within the county. This includes all provisions of this policy (excused/unexcused absences, steps in the truancy, process, et.al.).