



Euclid Preparatory School

23001 Euclid Ave. Euclid, Ohio 44117 | 216.750.2070 | www.euclidprep.org

Absenteeism Checks

K-8 scholars will be actively checked by Family and Community Liaison, Mrs. Skillern Monday, Wednesday's, and Friday's prior to 12P (noon). An electronic form of communication will go to the parent or guardian on file first. A follow up phone call will go to the parent or guardian of the scholar the same day.

No Documentation

Scholar absent calls will commence after the 2nd day of the scholar missing school with no formal documentation.

With Documentation

Scholar absent calls will commence with documentation after the 3rd consecutive day of scholar missing instruction. The Family and Community Liaison will present resources if needed during this communication.

Initial Absence Procedures

We may provide "excused" absences for not greater than five (5) days. The school offers a paper packet to continue education at the discretion of the Dean of Students, Teacher, and Principal.

Parent/Guardian is in communication with the school:

"Excused" Absence Reasons:

- Medical appointment
- Death of a family member
- Personal Illness
- Court appearance
- Religious observance
- Other as deemed by the school administrator

The attendance policy will go home with the scholar to be signed after 5 unexcused absences and required reminder notice will need to be sent back to the Family and Community Liaison within 2 school days of the reminder notice being sent home.

Parent/Guardian is *not, or no longer*, in communication with the school:

This is for a parent that called cited internet issues, illness, password problems, housing issues, transportation issues, etc and has not stayed in regular communication with the school. Excused



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absences are changed to unexcused and truancy process is followed.

- Phone calls, emails, and letters sent to the parent that are unanswered.
- HB410 letter(s) sent from PowerSchool.
 - **Excessively absent:** 38 or more hours in one school month or 65 or more hours in one school year.
 - **Habitually truant:** 30 or more consecutive hours, 42 hours or more in one school month, or 72 hours or more in a school year
 - **Automatic Withdrawal:** according to the Seventy-Two (72) Hour Rule*, and the district of residency is notified.

*Per state law, a student will be automatically withdrawn from school if the student does not have a legitimate excuse and fails to participate in seventy-two consecutive hours of learning opportunities offered to the student by the Office Management team.

Absence Excused and Unexcused Continued

(3) communication attempts throughout (3) regular school days to the phone, email, and messenger (school messenger or text message) to parent or guardian on file will be documented by the Family and Community Liaison after the initial notice reminder / policy has been sent home. If the absenteeism commences the following will be implemented:

Notice 1: Letter of Concern with Individual Attendance Report goes to scholar and parent/guardian

Notice 2: HB410 Attend Warning will be issued to scholar and parent/guardian

Notice 3: HB410 Excessive Absence Letter with or without documentation

Notice 4: HB410 Habitual Absence Letter (If applicable) without documentation

Final Notice: HB410 Abs Intervention Mtg Final attempt to provide assistance

If all attempts go unanswered the student will be escalated to the Dean of Students and Principal for further action. An attendance mediation will be set with or without conversation with a scholar parent or guardian for proper documentation. Assistance with resources will be provided at the time of the mediation appointment.



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Paperwork and filing expectations

- Family and Community Liaison at the end of each school day will file attendance documentation forms in a student file.
- A binder will be kept and readily available to any Leadership team member needing access to the file.

