**Attendance Guidelines for Gallia County Local Schools**

**Procedure when a student is absent:**

Notify the school by 9:00 A.M. that your student is absent.

Always send a note to school if a student misses a full day, arrives late to school, or leaves the school early. Send a note even if you have signed a student out at the office.

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If a note is not returned to the school office within two days after the absence, the hours missed are considered **unexcused.** However, a medical excuse will be accepted later.

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Students in all grades are allowed ten (10) parent/guardian excused notes each school year. When a student misses because of Covid 19 symptoms, please cite this in your written excuse.

**Listed below are the consequences for unexcused absences:**

**Two Unexcused Absences, 12 Hours** There will be a meeting with the student, assistant principal to discuss attendance and to correct any mistakes. The student will be responsible to relay the information from this meet to the parent/guardian and to “fix” one of the unexcused absences. This may not be a face-to-face meeting. This consequence does not apply to students below 5th grade.

**Three Unexcused Absences, 18 Hours** The Attendance Officer will send a letter to the parent or guardian listing possible consequences that could occur if the unexcused hours continue or if excuses for past unexcused days are not sent to the school.

**Four Unexcused Days, 24 Hours: Diversion Hearing** This step involves a meeting with the school principal, Gallia County Local Schools Attendance Officer, Juvenile Court Diversion Officer, parent/guardian, and student. This may not be a face-to-face meeting. As the name applies, this meeting is an attempt to divert the student from truancy.

**Seven Unexcused Days, 42 Hours: Home Visit** At this point the attendance officer and/or a school representative will visit or call the home to discuss a course of action and possible consequences.

**12 Unexcused Days, 72 Hours; 7 Unexcused Days, 42 Hours in one Month; 5 Consecutive Days, 30 Hours in a Week Intervention** The school will make three attempts to contact the parent or guardian concerning the development and implementation of a plan to improve attendance. If the parent cannot be reached, the plan will be developed and implemented by an “attendance team.” The plan will be reviewed during a sixty-day period. If improvement is not evident during this period, the attendance officer will file a complaint with Juvenile Court. As with other meetings during this pandemic, this may not be a face-to-face meeting. The parent/guardian and the student will be informed concerning how this meeting will take place.