



2019-2020 BUTLER TECH ATTENDANCE AGREEMENT

Butler Tech believes that excellent attendance is vital to a successful school experience, and future employment, and that students learn best when they are in school, participating in the day-to-day activities. Without these experiences, students are missing out on a valuable portion of their education.

A few years ago, the truancy laws, HB 410, in Ohio were amended. Schools are now required to keep track of the number of hours each student is in school and out of school. The schools will no longer report absences from school as full days, half-days or tardies. Schools will report the actual time missed from school. This time will be marked as excused or unexcused.

Excused absences include student illnesses, or unique circumstances such as court appearances, the death of a family member, or other unique situations that will need individual review/prior approval. Any additional absences will require official documentation to be excused (i.e., doctor's notes, court papers, etc.).

Unexcused absences are for reasons that the school does not recognize as legitimate. Please note that typically, vacations are not excused absences. Students should plan vacations during the summer or during winter break. Truancy (which is when your child fails to report to school and has no valid reason for missing) is an unexcused absence.

Time a student is not in school during the school year, which include full days, half-days, leaving early and tardies, will require a parent/guardian to report their child's absence and the reason(s) for the absence. This should be done on the morning of the absence via a telephone call or email. All absences should be reported to the campus main office. If this is not possible, parents/guardians should notify the school of the absence the day following via a written note. Written notifications will only be accepted up to one (1) week after the absence concludes.

Ohio HB 410 requires us to take the following steps to reduce truancy:

- Attendance tracking has changed from **days** of school to **hours** of school.
- **Ohio law now considers a student who is absent with or without a legitimate excuse from school for 38 hours of school in one month, or 65 hours in a school year, excessively absent.** You will be notified when your child reaches that threshold. Any future absences will require evidence that explains why the absence from school was necessary (e.g., court document, doctor's note). Final authorization of an absence will be determined only after the required additional information is presented.
- **If a student is absent for 30 unexcused hours in a row, 42 unexcused hours in a month or 72 unexcused hours in a school year a student will be considered habitually truant from school.** Any future absences will require evidence that explains why the absence from school was necessary (e.g., court document, doctor's note). Final authorization of an absence will be determined only after the required additional information is presented.
- Once a student has met the threshold of habitual truant, the district will form an Absence Intervention Team. The student and parent are required by law to be active participants on an Absence Intervention Team and follow any subsequent plan to improve school attendance. Failure to participate and comply will result in the immediate truancy filing on the student and possible filing against the parent/guardian through juvenile court.
- We appreciate your support and cooperation. Please do not hesitate to call the campus main office if you need additional information.

Butler Tech Attendance Agreement

We have read the Butler Tech Attendance Guidelines, and we understand them. We agree to abide by the guidelines as listed. If we have any questions regarding attendance procedures, we agree to contact the campus attendance office, or a building level administrator. We understand and agree to show proper identification for security purposes every time we come to sign our child out for the remainder of the day.

(Parent/Guardian Signature)

(Date)

(Parent/Guardian Signature)

(Date)

(Student Signature)

(Date)

(Print Student Name)

Career Technical Program