



Springboro Community City School District  
Student Attendance Policy  
FAQs

**Q: Why did the attendance policy change?**

A: In December 2016, the Ohio General Assembly passed [House Bill 410](#) to encourage and support a preventative approach to excessive absences and truancy. Beginning with the 2017-2018 school year, these changes take place across all public school districts in Ohio. Springboro Community City School District is required by State law to mandate these changes to the Student Attendance Policy.

**Q: What counts as an occurrence?**

A: Anytime you are not in school, this will count as an occurrence. If you are tardy for five (5) minutes, one (1) hour, absent half a day, or absent the entire day, each of these will count as one (1) occurrence.

**Q: What is different from last year?**

A: Last year, a student was allowed eight (8) excused absence days, provided a parent note was written. Also, last year, five (5) tardies would equal one (1) excused absence. Beginning this school year, a student is allowed up to ten (10) occurrences for an excused absence with a parent note. Any occurrence exceeding this may not be excused by a parent and will require a Doctor's note. Any occurrence, tardy or absence, will count as one (1) occurrence.

**Q: Do you tally minutes or round to the nearest hour?**

A: Attendance secretaries will keep track of each occurrence to the minute, as per State law. Those minutes will count towards the hour. As an example, if "Jane Doe" was tardy for thirty seven (37) minutes on Wednesday in October, then was absent a full day on Friday in November, Jane would have; Two (2) occurrences (one tardy and one absence), both excused, totaling seven (7) hours and thirty seven (37) minutes. A full day counts as seven (7) hours.

**Q: If we are counting hours, how many hours are excused with a parent note and how many are unexcused?**

A: As per State law, once a student hits thirty eight (38) hours of excused/unexcused hours, a letter will be sent home to the parent/guardian from the County. Each school year, a student gets ten (10) occurrences or thirty eight (38) hours. The minutes/hours for each occurrence count towards a student's total thirty eight (38) hours.

**Q: Does a tardy/absence, with a doctor's note, count as an occurrence?**

A: Yes

**Q: How many minutes can you miss and still be exempt from exams?**

A: The requirements for exam exemption do not change. Refer to the Perfect Attendance Criteria in the SHS Handbook under Exam Exemption Information, which states; In order to qualify for an exemption under the "Perfect Attendance" criteria, students must meet the following standards of attendance: 1.) No more than a total of four (4) excused tardies or early dismissals during the semester. Two (2) from parent, two (2) from doctor. However, they may all be doctor's notes, 2.) In order to qualify for an "Excused Tardy," the student must sign in prior to 9:10am. In order to qualify for an "Early Dismissal, the student must sign out after 10:38pm or be out of the building during the school day for no more than 102 minutes.



**Q: Does this change/impact the Springboro High School Exam Exemption Policy?**

A: It does not change or impact the High School Exam Exemption Policy.

**Q: Will the new Student Attendance Policy impact how the district tracks hours/days during school year, in regards to calamity days?**

A: No, an individual student's absence or tardy does not count towards the district's calamity days.

**Q: At what point will the district notify the County, in order for a letter to be sent home?**

A: Once a student hits thirty eight (38) hours, excused/unexcused in a month or sixty five (65) hours, excused/unexcused in a school year, the County will be notified and a letter, from the County, will be sent home to the parent/guardian.

**Q: If a student misses part of the school day for a club sport or activity, will this count as an occurrence?**

A: Yes, if a student misses any part of the school day, excused/unexcused, this will count as an occurrence.

**Q: If a student misses five (5) minutes, and this counts as an occurrence, what's to motivate this student from not just staying out the remainder of the school day, given it will still only count as one (1) occurrence?**

A: While it's true if a student misses five (5) minutes or seven (7) hours this will still only count as one occurrence, a student must remember that the district is required to tally minutes, as per State law. Therefore, as an example, if "John Doe," were to miss five (5) minutes, this would count as one (1) occurrence with five (5) excused minutes. However, if "John Doe" were to decide to just stay out the remainder of the school day, this would count as one (1) occurrence with seven (7) excused hours. These minutes/hours count towards a student allotted thirty eight (38) hours.

**Q: Once a student hits thirty eight (38) hours or ten (10) occurrences, what happens next?**

A: If a student accumulates thirty-eight (38) hours of excused/unexcused occurrences in one month or sixty-five (65) hours of excused/unexcused hours in a school year, a warning letter will be sent to the parent or guardian. If a student accumulates forty-five (45) hours of unexcused occurrences an "Truancy Education Meeting" will occur. If a student accumulates thirty (30) consecutive hours, forty-two (42) hours in a school month or seventy-two (72) hours in a school year of unexcused occurrences, an "Absence Intervention Meeting" will occur. If a parent fails to appear/respond in the "Absence Intervention Meeting," the school will make a referral to Children Services or instruct the team to develop a plan without the parent or guardian's input. If the plan is not followed, a complaint of truancy will be filed in Juvenile Court.