



## Bassett Elementary School

2155 Bassett Road

Westlake, Ohio 44145

Phone: 440-835-6330 ~ Fax: 440-899-7409

**Mr. Jim Sanfilippo, Principal**

Student attendance at Bassett Elementary School is a top priority for all of us to encourage.

There are many interactions which take place in class between teacher(s) and student(s) which cannot be made up when a child is absent. The State of Ohio is adamant that school systems do everything in their power to ensure students attend school. Specifically, HB 410 requires that schools proactively monitor attendance and intervene to reduce excessive absences and habitual truancy.

A student is considered:

**Excessively absent:** Upon missing, with or without legitimate excuse, 38 hours of school in a month or 65 hours in a year (Ohio Revised Code 3321.191(C)).

**Habitually truant:** absent without a legitimate excuse for 30 or more consecutive hours, 42 hours in a month or 72 or more hours in a school year (Ohio Revised Code 2151.011(B)(18)).

Ohio Revised Code 3301-69-02 (B)(2) and Board Policy 5200 outline the reasons for excused/legitimate absences, which include:

An excuse for absence from school may be approved on the basis of one or more of the following conditions:

(a) Illness of the child. The approving authority may require the written statement of a physician/mental health professional if it is deemed appropriate;

(b) Illness in the family necessitating the presence of the child. The approving authority may require the written statement of a physician and an explanation as to why the child's absence was necessary, if it is deemed appropriate;

(c) Quarantine of the home. The absence of a child from school under this condition is limited to the length of quarantine as determined by the proper health officials;

(d) Death of a relative. The absence arising from this condition is limited to a period of eighteen school hours unless a reasonable cause may be shown by the applicant child for a longer absence;

(e) Medical or dental appointment. The approving authority may require the written statement of a physician or dentist if it's deemed appropriate;

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(f) Observance of religious holidays. Any child shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs;

(g) College visitation. The approving authority may require verification of the date and time of the visitation by the college, university, or technical college;

(h) Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;

(i) Absences due to a student being homeless; or

(j) Emergency or other set of circumstances in which the judgment of the superintendent of schools constitutes a good and sufficient cause for absence from school.

*If your child reaches the status of habitually truant, he/she will be referred to the Attendance Intervention Team. This letter is a proactive communication to ensure that you are aware of the changes in the law and to notify you in advance of future communications that may be coming from school regarding your child's attendance. Please be advised that while your child may be permitted to make up work during a family vacation, such planned absences are not considered excused per Ohio Revised Code.*

Bassett Elementary School stresses each year the importance of good attendance, which ultimately leads to academic achievement. We ask that you report absences to the school office each day your child misses school, provide a note upon his/her return to school, as well as provide the appropriate medical documentation to the school for missed days due to medical reasons.

We appreciate your cooperation in this matter.

Sincerely,

Jim Sanfilippo  
Bassett Principal

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