



INTAC

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Attendance Policy (2026–2027)

Purpose

INTAC believes that regular school attendance is essential to academic success, character development, and student well-being. Every hour of instruction matters. Students are expected to attend school regularly and arrive on time each day unless prevented by illness, emergency, religious observance, or another approved reason. This policy complies with Ohio attendance laws and House Bill 96 requirements.

1. Attendance Expectations

Students are expected to:

- Attend school every day school is in session.
- Arrive on time and remain in school for the entire school day.
- Participate fully in classroom instruction and school activities.
- Submit absence documentation within the required timeframe.

Parents/guardians are responsible for ensuring their child attends school regularly and notifying the school when an absence occurs.

2. Excused Absences

Absences may be excused for reasons including:

- Personal illness or injury.
- Medical, dental, vision, or mental health appointments.
- Illness or death of an immediate family member.
- Religious holidays or religious observances.
- Court appearances or legal obligations.
- Family emergency approved by administration.
- College visits (middle school graduates entering high school when applicable).
- Other circumstances approved by the Principal.

Parents must notify the school office on the day of the absence and provide appropriate documentation when requested. Parents requesting an absence for educational travel or other extended travel purposes must submit a written request to the school at least thirty (30) calendar days in advance and schedule a meeting with the Principal for review and approval.

Upon approval, teachers will prepare assignments and coursework that the student is expected to complete during the absence. All assigned work must be submitted within twenty-four (24) hours of the student's return to school. Failure to submit completed work within the required timeframe may result in a reduction of academic credit and may negatively impact the student's grades.

Any assessments, quizzes, tests, or examinations missed during the absence must be completed within one (1) week of the student's return to school, unless otherwise determined by the teacher or administration due to exceptional circumstances.

3. Unexcused Absences

Examples of unexcused absences include:

- Oversleeping.
- Missing the bus.
- Shopping or personal errands.
- Vacations not approved in advance.
- Failure to provide required documentation.
- Any absence not meeting the criteria for an excused absence.

4. Tardiness and Early Dismissals

Students are expected to arrive before the official start of the school day. School opens at 7:50 am, and learners must arrive to school before 8:15 am.

Repeated tardiness or early dismissals disrupt learning and may be addressed through parent conferences and attendance interventions.

5. Chronic Absenteeism

Ohio law defines a student as **chronically absent** when the student misses **10% or more of the required instructional hours during the school year**, regardless of whether absences are excused or unexcused.

All absences count toward chronic absenteeism, including:

- Excused absences
- Medical absences
- Religious absences
- Unexcused absences
- Suspensions

The school will actively monitor attendance and work with families to prevent chronic absenteeism.

6. Parent Notification

INTAC will notify parents/guardians when a student reaches attendance levels that place the student at risk of becoming chronically absent. Notification will occur no later than when a student has missed **5% of the required instructional hours (2 to 3 days)** for the school year. The purpose of notification is to:

- Inform families of attendance concerns.
 - Offer support and resources.
 - Develop strategies to improve attendance before the student becomes chronically absent.
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7. Tiered Attendance Supports

Tier 1 – Prevention

For all students:

- Positive attendance messaging.
- Parent communication.
- Attendance awareness activities.
- Recognition of strong attendance.

Tier 2 – Early Intervention

For students approaching chronic absenteeism:

- Parent meeting.
- Attendance monitoring.
- Individual attendance goals.
- Identification of barriers affecting attendance.

Tier 3 – Intensive Intervention

For students who are chronically absent:

- Attendance Intervention Team involvement.
- Individualized Attendance Improvement Plan.
- Community resource referrals.
- Ongoing monitoring and support.

These interventions are intended to address root causes and improve student attendance.

8. Attendance Intervention Team

INTAC may convene an Attendance Intervention Team consisting of:

- Principal or designee.
- School counselor.
- Teacher(s).
- Parent/guardian.
- Student (Grades 4-8)
- Other staff members as appropriate.

The team will:

- Review attendance data.
- Identify barriers to attendance.
- Recommend interventions and supports.
- Monitor student progress.

9. Habitual Truancy

Ohio law defines a habitually truant student as one who accumulates unexcused absences of:

- 30 consecutive hours (4 days),
- 42 hours (5 days) in one month, or
- 72 hours (9 days) in one school year.

When a student becomes habitually truant, INTAC will follow applicable Ohio law and may implement additional interventions and supports.

If a student fails to make satisfactory progress in improving attendance, the school may be required to pursue additional actions as permitted by Ohio law.

10. Academic Responsibility

Students are responsible for making up missed assignments, quizzes, projects, and assessments resulting from absences.

Teachers will provide reasonable opportunities for students to complete missed work within established timelines.

11. Promotion and Retention

Student promotion and retention decisions will be based primarily on academic performance, mastery of standards, and readiness for the next grade level.

12. Commitment to Partnership

INTAC is committed to working collaboratively with families to ensure students attend school consistently and receive the full benefit of an Islamic education grounded in faith, character, and academic excellence.

"Cultivating excellence in faith and education ."