

STUDENT ABSENCES AND EXCUSES

Achievement and attendance are highly related. Each student should attempt to attend school daily. Rules and regulations regarding excessive absenteeism and tardiness shall be enforced.

Parents and/or guardians are legally responsible for the student's attendance in school; therefore, the parent or guardian of any student is required to accompany the student to the school's attendance office each time the student has accumulated five days of unexcused absence in a semester. Failure of the parent and/or guardian to appear at school as requested shall result in the student being denied reentry into the school program. If the school has no attendance office, the principal's office shall serve as such.

Students are required to be in their designated place at all times during the school day. Any student found otherwise shall be considered truant and shall be subject to the same policies and procedures as out-of-school truancy.

Family Trips

It is recognized that planned family trips often provide enrichment to regular classroom instruction. It is further recognized that employers cannot always grant vacation periods which fall within the school vacation and holiday period, and for families to be together, some trips must necessarily be scheduled during the academic year. Application for approval (JED-E) must be made by a parent or guardian at least two weeks in advance. If the student is not a member of the immediate family, his/her parent or guardian must complete the application. Each student is limited to one approved trip of 10 school days or less per school year without loss of academic standing, provided proper assignment make-up work is completed, including tests and final examinations. More than one trip with a cumulative of 10 days or less may be approved by the building principal or his/her designee. Trips of more than 10 school days shall not be approved except in extraordinary circumstances as determined by the building principal or his/her designee. Students absent for more than 10 consecutive school days, due to a family vacation or being out of the area/country, will be withdrawn. Parents will need to re-enroll the student upon their return.

Excused Absence

Excused absences shall be those that are included as reason for absence according to the Ohio Revised Code. These reasons are:

1. Personal illness. The approving authority may require the certificate of a physician if he/she deems it advisable.
2. Illness in the family. The absence under this condition shall not apply to children under fourteen years of age.

3. Quarantine of the home. The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.
4. Death of a relative. The absence arising from this situation is limited to a period of three days unless a reasonable cause may be shown by the applicant child for a longer absence.
5. Work at home due to absence of parents or guardians. Any absence arising because of this situation shall not extend for a period longer than that for which the parents or guardians were absent.
6. Observance of religious holidays. Any child of any religious faith shall be excused if his/her creed or belief.
7. Emergency or set of circumstances which in the judgment of the Superintendent constitutes a good and sufficient cause for absence from school.
8. Field trips or school activities. Absence as a result of an approved field trip or school-sanctioned or sponsored activity shall be an excused absence.

Unexcused Absences

An unexcused absence, whether resulting from truancy or other unacceptable reasons, eliminates the opportunity to earn credit for work missed. This shall not preclude the student from completing assignments to keep current.

Disciplinary action may result from unexcused absence.

The Board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 10 consecutive days or a total of at least 15 days during a semester or term.

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LEGAL REFS.: ORC 3313.609
3319.16
3321.01; 3321.03; 3321.04; 3321.13; 3321.14; 3321.19; 3321.38
4510.32

CROSS REFS.: IGAC, Teaching About Religion
IKB, Homework
JEDB, Student Dismissal Precautions
JHC, Student Health Services and Requirements
JHCC, Communicable Diseases