

Student Absences and Excuses

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

Reasons for which students may be excused include, but are not limited to:

1. personal illness of the student;
2. illness in the student's family necessitating the presence of the child;
3. quarantine for contagious disease;
4. emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not be limited to absences due to documented medical, behavioral or dental appointment;
5. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved in advance by the Superintendent (applies to students over 14 years of age only when all statutory obligations have been met for such excusal);
6. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
7. up to three religious expression days per school year in accordance with Ohio Revised Code 3320.04;
8. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
9. post-secondary visitation, for which a student may be marked as "present" for such absences for up to three days per school year;
10. pre-enlistment reporting to a military enlistment processing station, for which a student may be marked as "present" if the absence is used to help fulfill graduation requirements;

11. absences of a student of a military family for purposes of visiting their parent, legal guardian or custodian who is an active duty member of the uniformed services that has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting;
12. 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;
13. absences due to a student being homeless;
14. attending a driver education course outside of core curriculum (applies to absences for two hours per day up to eight hours maximum, which cannot exceed four consecutive days or can be nonconsecutive) or
15. as determined by the Superintendent.

The District makes an attempt to contact the parent, guardian, or other person having care of a student who has not notified the school of the student's absence that day regarding that student's absence without legitimate excuse within 120 minutes of the start of the school day. The Board authorizes the Superintendent to determine and use the appropriate notification procedure and methods consistent with State law.

Student make-up work for religious expression days is managed in accordance with State law and Board policy for such absences.

Each student who is absent for reasons other than religious expression days must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students who are absent due to an in-school or out-of-school suspension are permitted to make up missed classroom assignments in accordance with District level policies and procedures. Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness in accordance with procedures and timelines defined in District level policies and procedures.

The Board does not believe that students should be excused from school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

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October 16, 2024
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October 15, 2025

Legal References

ORC 3313.609 , ORC 3313.66, ORC 3320.04, ORC 3321.01, ORC 3321.03, ORC 3321.04
ORC 3321.043, ORC 3321.13, ORC 3321.14, ORC 3321.141, ORC 3321.19, ORC 3321.38
OAC 3301-69-02

Cross References

IGAC - Teaching About Religion
IKB - Homework
JEDB - Student Dismissal Precautions
JEE - Student Attendance Accounting (Missing and Absent Children)
JHC - Student Health Services and Requirements
JHCC - Communicable Diseases