Student Absences and Excuses

The Board acknowledges that student absences from school for any reason, whether excused or unexcused, take away from instructional time and have an adverse effect on student learning.

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 appointments;

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.

A student cannot be suspended, expelled or removed from school solely because of unexcused 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.

Interventions and Supports

A chronically absent student is a student who misses at least 10% of the minimum number of hours required in a school year under Ohio Revised Code (RC) 3313.48 for the school a student attends.

The District consults with the county juvenile court, parents, guardians and other persons having care of a student attending school in the District in developing this policy.

This policy and any procedures developed must align with any District or school improvement plan developed pursuant to State or Federal Law.

The Board may consult or partner with private, public and nonprofit agencies to assist students and families in reducing absences.

Prevention strategies

The Board directs the administration to implement the following strategies, when deemed appropriate to prevent students from becoming chronically absent. Universal Screening: District and building teams regularly review attendance data alongside other student data using an early warning system to identify areas of need early on, allowing for timely interventions

Data-Based Decision-Making: Collecting, analyzing, and using various forms of data to inform student needs and allocate resources to ensure decisions are grounded in evidence and tailored to the specific needs of students

Progress Monitoring: Ongoing and frequent collection of data to assess student performance and evaluate the effectiveness of instruction and supports in order to adjust strategies to better support students and improve attendance

Team-Based Problem Solving: A collaborative, responsive, and systemic process for understanding and addressing complex problems impacting students through personalized outreach to students and families, intentional engagement strategies, and ongoing process monitoring

Shared Leadership: A collaborative approach to providing strong, ongoing leadership for implementing an integrated multi-tiered system of supports, including infrastructure, professional development, and monitoring to ensure that staff have the skills and support to create strong

foundations for learning

Professional Capacity: Ensuring staff members are knowledgeable, organized, and equipped to deliver effective instruction using an integrated multi-tiered system of supports

Communication and Collaboration: Essential processes to promote and support engagement and shared responsibility for creating conditions for effective instruction for all students through a strengths-based lens among all teaching and non-teaching staff, administrators, families, caregivers, and students

Notifications

The District notifies a student's parent, guardian or custodian when the student has been absent from school for 5% of the minimum number of hours required in a school year under RC 3313.48 for the school a student attends.

Tiered supports

The Board directs the administration to implement a tiered system that provides more intensive interventions and supports for students with greater numbers of absences and includes resources to help students and their families address the root causes of the absences.

Evidence-based academic and non-academic instruction and supports are organized across three tiers

1. Core: Universal attendance messaging and engagement practices provided to all students and families to establish the expectation of daily attendance;
2. Targeted: Early intervention for students who miss 5% - 19% of instructional time. The Board requires schools to begin communication and supportive outreach as soon as absence patterns indicate a concern which can be missing just 2-3 days per month;
3. Intensive: Individualized supports provided to students missing 20% or more of instructional time.

Absence intervention team

The District establishes at least one absence intervention team to work with students at risk of becoming chronically absent and their families to improve attendance at school.

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June 16, 2010
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August 19, 2020
February 15, 2023
July 19, 2023
October 16, 2024
June 18, 2025
October 15, 2025
July 15, 2026

Ohio Administrative Code

OAC 3301-69-02	Excuses from school attendance

Ohio Revised Code

ORC 3313.48	Free education to be provided; hours in a school year
ORC 3313.609	Grade promotion and retention policy
ORC 3313.66	Suspension, expulsion or permanent exclusion - removal from curricular or extracurricular activities
ORC 3320.04	Religious accommodations for public school students
ORC 3321.01	Compulsory school age - requirements for admission to kindergarten or first grade - pupil personnel services committee
ORC 3321.03	Parent's obligation to see that child receives instruction
ORC 3321.04	Scope of obligation
ORC 3321.043	Excused absences for driver education
ORC 3321.13	Duties of teacher and superintendent upon withdrawal or habitual absence of child from school - forms
ORC 3321.14	Attendance officer - pupil-personnel workers
ORC 3321.141	Contacting parent, guardian, or other person having care of any absent student
ORC 3321.19	Examination into cases of truancy - failure of parent, guardian or responsible person to cause child's attendance at school

ORC 3321.191	Student absence policies
ORC 3321.38	Prohibiting failure to send child to school

Cross References

Code	
IGAC	Teaching About Religion
IGD	Cocurricular and Extracurricular Activities
IKB	Homework
JECE	Student Withdrawal From School
JEDA	Truancy
JEDB	Student Dismissal Precautions
JEDC	Religious Expression Days
JEE	Student Attendance Accounting (Missing and Absent Children)
JEFB	Released Time for Religious Instruction
JHC	Student Health Services and Requirements
JHCC	Communicable Diseases