

MANDATORY

STUDENT ABSENCES AND EXCUSES

Absences for the following reasons shall be considered as excused:

- A. Personal illness.
- B. Serious illness or death of a family member.
- C. Funeral.
- D. Medical and dental appointments that cannot be arranged during non-school hours.
- E. Unusual or emergency situations at home.
- F. Religious holidays and activities.
- G. Authorized school-sponsored activities.
- H. Approved college visits.
- I. Acts of God.
- J. Quarantine.
- K. Out-of-state travel, not to exceed four (4) days per school year, for participation in an enrichment activity approved by the Board or an extracurricular activity, defined as a pupil activity program operated by the District but not included in a graded course of study.
- L. At the superintendent's discretion, a visit with a parent or legal guardian who is an active duty member of the Army, Navy, Air Force, Marine Corps, Coast Guard, or Commissioned Corps of the National Oceanic and Atmospheric Administration and Public Health Service and who has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

An absence for any reason other than those listed above shall be classified as unexcused.

A student shall have the opportunity to make up school work missed due to an excused absence; however, it shall be the responsibility of the student to initiate a make-up procedure and schedule with his or her teacher(s). All make-up work shall be completed within a reasonable time following the excused absence. A student shall receive full credit for school work made up pursuant to an excused absence.

The principal or his or her designee may request written verification of a student's illness from a physician licensed to practice medicine in the state in the event of frequent or extended absences attributed to personal illness.

A student must be in attendance at school for half of the school day in order to participate in any school-sponsored activity that is conducted on that day; in cases of emergency the principal or his/her designee may grant an exception to this limitation.

Classroom Level Attendance

The classroom teacher has the responsibility to record and monitor each student's attendance in class. The Daily Absence Report is the teacher's official notification of student absence and will indicate whether or not an absence is considered excused or unexcused. All students listed on the Report will be considered excused unless otherwise noted. Teachers will not permit "make-up" work credit for any work missed due to an unexcused absence. This includes tests and quizzes. In the case of a suspension (In-school or Out-of-school), however, a student will be permitted to complete tests, etc., which assess work completed outside the days of suspension.

Building Level Attendance

Building level administrators have the responsibility to record student attendance in regard to total number of days absent and present in school. Records regarding excused or unexcused absence will not specifically be monitored at the classroom level.

Each building principal shall work with his/her administrative and professional staff to develop systems within the building whereby the absence of any student from any scheduled period, module, or block of time is reported to the administrator in charge of attendance. Each building will inform parents of the requirement to call the school on days their child will be absent. The school will attempt to call those parents for a day. In instances where the school is unable to contact the parent, a notice of the absence will be sent by mail to the parent.

LEGAL REFS: O.R.C. §§3301.60, 3321.041, 3321.13

Adopted: October 13, 2009