



Book	Board Policies
Section	5000 Students
Title	ATTENDANCE ABSENCE
Code	po5200.01
Status	Active
Legal	A.C. 3301-69-02 R.C. 3313.205, 3317.01
Adopted	May 19, 2015
Last Revised	April 17, 2018

#### 5200.01 - **ATTENDANCE ABSENCE**

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board, including but not limited to, Nature's Classroom, Life Town, Post-Secondary Enrollment Option, and internship opportunities.

In accordance with A.C. 3301-69-02, the Superintendent shall require from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

Chronic and habitual truancy as defined in Board Policy 5200 may result in court intervention. Additionally, a student who has unexcused absences in excess of ten percent (10%) of the required attendance days may fail a course or grade.

The following excuses shall be accepted for student absence:

- A. Personal illness or quarantine (a written physician's statement verifying the illness may be required). The absence of a student from school due to quarantine of the home shall be limited to the length of quarantine as determined by the proper health officials.
- B. Illness or death in the immediate household. The absence of a student from school due to the death in the immediate household shall be limited to a period of three (3) days unless reasonable causes may be shown to the principal for a longer absence.
- C. Emergencies or any other occurrences or situations which, in the judgment of the Superintendent or designee, may necessitate absence from school for good and sufficient cause.
- D. Religious holiday.
- E. Medical or dental appointment (a written statement from a physician or dentist verifying the appointment may be required).
- F. College visitation. The absence of a student from school due to college visitation may require verification of the date and time of the visitation by the college, university, or technical college.
- G. Any other reason specified pursuant to Ohio law.

Students in grade 12 may be exempt from attendance for a maximum of three (3) days to prepare for graduation ceremonies.

It is the expectation of the District that telephone calls from a student's parent or guardian, or from an adult student, notifying the school of a student's absence will be made prior to 9:30 am. The District reserves the right to require additional documentation for purposes of verifying that the individual placing such a call is the student's lawful parent or guardian.

A written or verbal statement provided by the parent or guardian, or by an adult student, are acceptable methods for documenting a student absence. Any such statement excusing a student's absence should be submitted to the school attendance office within two (2) days of the student's return. No statement shall be accepted excusing a student's absence if it is not received within one (1) week of the student's return to school unless approved, in writing, by the principal. Forms authorizing absences beyond the one (1) week time frame shall be provided to the principal for purposes of documenting the reason for accepting or denying the excuse. The principal shall sign and date the form and retain the original on file.

A maximum of nine (9) student absences from school will be considered excused with parental notification. After nine (9) absences, additional information and/or documentation in addition to the parent notification may be required in order for the absence to be excused. Such documentation may include, but is not limited to, written statements from a physician, dentist, or licensed mental health provider; a social services agency if the student was receiving consultation or services; or a college or university admissions office if a student was absent for a college visit. Documentation shall be reviewed by the

Principal. Based upon the evidence presented, the Principal shall either excuse the absence or cause the absence to be marked as unexcused. Forms shall be provided to the Principal. The Principal shall sign and date the form and retain the original on file.

No absences may be excused for a prior school year without the approval of the Superintendent.

Any and all such documentation required by the District pursuant to this policy and/or to State and Federal law shall be maintained in accordance with the Board's record retention schedule.

### **Tardies**

School staff, parents and students shall make every effort to prevent tardy behavior. Students will be counted tardy when they are not present at the designated beginning time for school. Tardies may result in a progressive disciplinary action by the school and appropriate discipline will be determined on a case by case basis pursuant to Board Policy 5141, the corresponding regulation, and the **Guide to Positive Student Behavior**. Out of school suspension (OSS) is not permitted for truancy or other attendance related infractions. However, the more tardies a student accrues, the more severe the consequences may be.

Absences will be coded by the length of time students are not in school.

The Superintendent shall develop administrative guidelines that:

- A. Govern the keeping of attendance records in accordance with the rules of the State Board;
- B. Provide students whose absence has been excused an opportunity to make up work they missed and receive credit for the work, if completed;
- C. Provide for conducting random attendance audits. Such guidelines should specify the manner and time frame such audits are to be conducted.

### **Definitions**

The term "immediate family" as used in this policy shall mean father, mother, brother, sister, son, daughter, step-son, step-daughter, grandmother, grandfather, aunt, uncle, cousin, legal guardian or foster or step-parents of said student.

The term "adult student" as used in this Policy shall mean any student who is eighteen years of age or older.

The term "written statement" as used in this policy shall include, but is not limited to, a note, handwritten or typed, by a parent or guardian, or an email from an account that is on file with the school office.

The term "verbal statement" as used in this policy shall include but is not limited to, a statement made by a parent or guardian that is documented by the school on a telephone log or form provided by the district that includes the date, time, school, student name(s), student grade(s), the reason for the excuse, and the signature of a school official.

The term "instructional time" as used in this policy shall mean the time a school is open for instruction with pupils in attendance, including scheduled classes, supervised activities, approved education options, and up to thirty (30) minutes of recess for grades kindergarten through six but excluding lunch and breakfast periods and extracurricular activities.

Effective 7/1/15