

ATTENDANCE

The educational program offered by this District is predicated upon the presence of the student and required continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the school during the days and hours that the school is in session or during the attendance sessions to which the student has been assigned.

In accordance with statute, 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 class for any reason, a written statement of the cause for such absence. The board of Education reserves the right to verify such statements and to investigate the causes of each single absence or prolonged absence.

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

Students will not be penalized for absences related to contracting COVID-19 or having to quarantine or isolate due to COVID-19 exposure/symptoms, regardless of whether the student is participating in- person, remotely or both, as long as proper documentation is received by the school.

The Board considers the following factors (see attendance procedure 9.06a for unexcused and excessive absence information or 9.16a1 for basic attendance procedure) to be reasonable excuses for time missed at school:

- A. Personal illness (an original written physician's statement verifying the illness may be required)
- B. Illness in the family necessitating the presence of the child
- C. Quarantine of the home
- D. Death in the family
- E. Necessary work at home due to absence or incapacity of parent(s)/guardian (s)
- F. Observation or celebration of a bona fide religious holiday
- G. Out-of-state travel (up to a maximum of four (4) days per school year) to participate in a District- approved enrichment or extracurricular activity. Any classroom assignment missed due to the absence shall be completed by the student.
- H. Temporary internet outage for individual students or households
- I. Technical difficulties for individual students or households occurring at inopportune times such as during a teacher-led remote learning lesson
- J. Absences due to COVID-19 reasons that are not considered medically excused until alternative arrangements can be made
- K. As determined by the Superintendent

Any limits that may be in place regarding the number of medical excuses that will be authorized without a doctor's note may be extended if the student or someone in the student's family is in quarantine due to COVID-19 or experiencing symptoms of COVID-19.

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.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that the student reports to such staff member the student is assigned for guidance at the place in which the student is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

When a child of compulsory school age is absent with or without legitimate excuse from school for thirty-eight (38) or more hours in on school month, or sixty-five (65) or more hours in a school year the attendance case manager will notify the parent in writing. At the time notice is given, the school also may take any appropriate action as an intervention strategy, such as:

- 1- place the student on Attendance Watch
- 2- provide counseling
- 3- request or require the parent/guardian to attend a parental education/involvement program or mediation program
- 4- implement an absence intervention plan that will vary based on the individual needs of the student
- 5- Make community referrals to provide assistance as appropriate to the student and their families in reducing absences
- 6- Notify the registrar of motor vehicles under ORC 3321.13
- 7- Take legal action under section 2919.222, 3321.20, or 3321.38 of the ORC

The District shall report to the department of education, in a format provided by the department of education, any of the following occurrences:

- 1- When a notice is submitted to a parent/guardian of a student's absence that has reached thirty-eight hours in one school month, or sixty-five or more hours in a school year
- 2- When a child of compulsory school age has been absent without legitimate excuse from school for thirty or more consecutive hours, forty-two hours or more in one school month, or seventy-two hours or more in a school year
- 3 When a child of compulsory school age who has been adjudicated an unruly child for being an habitual truant violated the court order regarding that adjudication
- 4 When an absence intervention plan has been implemented for a student

The Board shall prohibit out of school suspending, expelling or otherwise preventing a student of compulsory school age from attending school for excessive absences as prescribed by ORC 3313.668.

By May 1st of each school year, the secondary principals and the elementary principals will meet as two separate bodies with the attendance case manager to updated procedures pertaining to attendance.

For the ensuing school year, these procedures will be included in each school handbook and submitted to the Board by the first meeting in June.

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 unexcused absence with 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.

Each student who is absent 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 alternative learning or placement

or out-of-school suspension are permitted to make up missed classroom assignments in accordance with District level policies and procedures. Students are required to bring a note to school after each absence explaining the reason for the absence or tardiness.

The Board does not believe 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.

Adopted 1/27/97
Reviewed 6/13/05
Reviewed 6/18/12
Revised 7/17/2017
Revised 8/5/2019
Revised 12/6/19
Revised: 8/9/2021