

STUDENT ABSENCES AND EXCUSES

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

Parents are required to notify the school when their child(ren) are absent. If parents do not notify the school, the school is required to notify the parents by telephone. For convenience, a telephone answering service has been installed at school so that parents may call before or after school hours. When calling in a student absence please state your name, the student's name, your phone number and the reason for the student's absence.

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

1. personal illness of the student; Personal illness of student (up to 60 hrs. parent excused); Medical or dental appointment with doctor's excuse;
2. illness in the student's family, necessitating the presence of the child;
3. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to students over 14 years of age only);
4. death in the family; (applies to absences of up to 18 or 19.5 school hours unless a reasonable cause may be shown for a longer absence);
5. quarantine for contagious disease ~~or~~;
6. observance of religious holidays consistent with a student's truly held religious belief;
7. traveling out of state to attend a Board-approved enrichment activity or extra-curricular activity (applies to absences of up to 24 school hours)
8. college visitation;
9. 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;
10. absences due to a student being homeless or
11. as determined by the Superintendent.

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 are requested to bring a note to school after each absence explaining the reason for the absence or tardiness.

The Board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours during a school month or a total of at least 90 hours during a school year.

The Amanda-Clearcreek District Board of Education realizes there are situations that may arise which necessitate an absence from school, but do not fall within the guidelines listed in board policy (vacation, minor personal illness in which a doctor is not consulted, personal errands, etc.) To aid families in these circumstances, student will be permitted sixty-five (65) hours of excused absence each year. Notification must be made to the school by the parent in order for these absences to be excused. Beyond sixty-five (65) hours, only Board approved reasons as listed above and with appropriate documentation will be excused; parent notification will not be considered an excused absence.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make-up work missed. Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness.

The Board does not endorse student missing school for vacations or other non emergency 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 when he/she returns.

The school will provide notice to the parent(s) or guardian of a student who is absent for 38 or more hours in one school month or 65 or more hours in a school year whether the time missed is excused or unexcused. At the time of notice, within seven days after the date of absence triggering the notice, the District may take any appropriate action as outlined in the district truancy policy.

The Board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours during a school month, or a total of at least 90 hours during a school year.

Excused Absence Documentation

All documentation required by board policy to excuse the time a student is absent from school must be submitted to the school no later than three (3) days upon a student's return to school. If

documentation is not presented to the school within three (3) days, the student's absence will be considered unexcused.

Due to the wide variety of reasons for a student's absence from school, the validity of an absence will be determined by the administration in each individual case. When a student reaches 38 hours of excused or unexcused absences in a month or 65 hours of excused or unexcused absences in a year, a doctor's note will be required for personal illnesses to be considered excused absences.

Early Dismissal

Students are expected to stay at school the entire day or until the student is dismissed. Please note the portion of time a student misses for an early dismissal will count toward the total hours of absence permitted by state and board policy. Each student leaving school property during school hours will be required to have written communication from the parent or guardian and received prior to noon on the day of the dismissal.

1. Obtaining an Early Dismissal
 - a. A written explanation from the parent must be submitted to the office the morning (before noon) of the early dismissal. A telephone number must accompany the request so the dismissal can be verified.
 - b. Upon return from an early dismissal (same day), the parent will be expected to sign the student back into the office.
 - c. Telephone requests for early dismissal will not be honored due to safety concerns. The school must receive a written note for an early dismissal.
 - d. Exceptions can be made, at the determination of the principal, for high school students who provide their own transportation with verification from the parent or guardian.

Tardy

Students are expected to be on time and in attendance every day. When a student arrives after the start of school, the portion of time a student misses will count toward the total hours of absence permitted by state and board policy. Additionally, student may be subjected to school discipline, as explained in the Student Code of Conduct, for excessive tardiness to school.

[Adoption Date: August 19, 1999]

{Revised date: May 12, 2008}

{Revised date: November 9, 2009}

{Revised date: April 11, 2011}

{Revised date: August 11, 2014}

{Revised date: July 9, 2018}

LEGAL REFS.: ORC 3313.609
3321.01; 3321.03; 3321.04; 3321.13; 3321.14; 3321.19; 3321.38
4510.32
OAC 3301-69-02

CROSS REF.: IGAC, Teaching About Religion
IKB, Homework
JEDB, Student Dismissal Precautions
JHC, Student Health Services and Requirements
JHCC, Communicable Diseases

NOTE: In 2009, the Ohio General Assembly enacted House Bill (HB) 1, which directed school districts to count – up to 24 school hours as excused absences – time that a student is absent from school for the sole purpose of traveling out of state to a board-approved enrichment activity or an extracurricular activity. The student is required to make up all missed classroom assignments.

In addition, if the student will be out of the state for 24 or more consecutive school hours for a board-approved enrichment activity or extracurricular activity, a classroom teacher employed by the board must accompany the student to provide instructional assistance.