

## 6.12 STUDENT ABSENCES AND EXCUSES

The Board of Education believes that attendance is a key factor in student achievement. Thus, any absence from school represents an educational loss to the student. The Board recognizes, however, that some absences are unavoidable. Therefore, this policy is designed to minimize student absenteeism while providing students the opportunity to make up school work missed due to absences that reasonably can be considered to be unavoidable.

The Superintendent or designee 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 written statement of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

A student's parent(s) or legal guardian(s) shall be notified by the school within 120 minutes of the start of the school day when a student is absent, and the parent(s) or guardian(s) have not provided an excuse for the student's absence. The parent(s) (including residential parents) or guardian(s) of a student shall provide a current address and telephone numbers (home, work and emergency numbers) at which the student's parent(s) or guardian(s) can receive notice that the student is absent from school.

An excuse for absence from school may be approved on the basis of any one or more of the following conditions:

- A. Personal illness: The approving authority may require the certificate of a physician if deemed advisable.
- B. Illness in the family.
- C. Quarantine of the home: The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.
- D. Death of a relative: The absence arising from this condition is limited to a period of three days unless a reasonable cause may be shown for longer absence.
- E. Performance of essential work at home due to absence of parents or guardians: The Superintendent or designee may excuse a student over fourteen (14) years of age from attendance at school for a future limited period for the purpose of performing essential work directly or exclusively for his/her parents or guardians. Such excuse should not exceed five (5) days and may be renewed twice if necessary, in any one (1) school year.
- F. Observance of religious holidays: Any child of any religious faith will be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her creed or belief.
- G. Emergency situation: An emergency situation or a set of circumstances which, in the judgment of the Superintendent, constitutes a good and sufficient cause for absence from school

will be approved for a student.

H. Travel out of state to participate in a Board approved enrichment activity or an extracurricular activity, up to a maximum of twenty-four hours per school year.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Teachers will provide all assignments prior to an absence if they are notified 3 school days prior to the start of the absence. All provided assignments are then due upon return to school from the absence. For each day of excused absence, the student shall have one (1) day to turn in make-up work. Failure to turn in the work within the grace period will result in a "0" for that work. Due to circumstances such as extended periods of illness, religious absences, and vacations, the building principal and classroom teacher will evaluate the situation prior to a final decision being reached. Pre-scheduled tests and homework assignments will be due on the first day back following an absence.

#### Excessive Absence

A student is considered excessively absent when his or her combined unexcused and non-medical excused absences exceed either: (1) 38 or more hours in one school month; or (2) 65 or more hours in one school year.

Excessive absence is recognized as one of the major causes of school dropouts. The principal or his designated representative should plan to investigate all chronic absenteeism or excessive absence. Early identification of students with chronic absence patterns is extremely important. Elementary principals should investigate at the earliest age possible all students who display a pattern of chronic or continuous absence.

#### Habitual Truant

A student will be considered habitually truant when he or she is absent without legitimate excuse for: (1) 30 or more consecutive hours; (2) 42 or more hours in one school month, or 72 or more hours in a school year.

#### Loss of Credit – Poor Attendance

Students will be provided the opportunity to make up three (3) unexcused absences during a semester by serving three (3) Saturday School Detentions before the end of the semester. After exceeding the attendance limit students will:

Pick up a make-up form from the assistant principal by Thursday. Pick up assignments from teachers on Friday.

Report to Friday School on time and work on assignments. The monitor will sign and collect the make-up form.

The monitor will return the make-up forms to the assistant principal the next school day. Saturday School time may not be used for discipline and attendance make-up.

## Attendance and Loss of Driving Privileges

If the superintendent receives information that, during any semester or term, a child of compulsory school age has been absent without legitimate excuse from the school the child is supposed to attend for more than sixty consecutive hours in a single month or for at least ninety hours in a school year, the superintendent shall notify the child and the child's parent, guardian, or custodian, in writing, that the information has been provided to the superintendent, that as a result of that information the child's temporary instruction permit or driver's license will be suspended or the opportunity to obtain such a permit or license will be denied, and that the child and the child's parent, guardian, or custodian may appear in person at a scheduled date, time, and place before the superintendent or a designee to challenge the information provided to the superintendent.

The notification to the child and the child's parent, guardian, or custodian shall set forth the information received by the superintendent and shall inform the child and the child's parent, guardian, or custodian of the scheduled date, time, and place of the appearance that they may have before the superintendent or a designee. The date scheduled for the appearance shall be no earlier than three and no later than five days after the notification is given, provided that an extension may be granted upon request of the child or the child's parent, guardian, or custodian. If an extension is granted, the superintendent shall schedule a new date, time, and place for the appearance and shall inform the child and the child's parent, guardian, or custodian of the new date, time, and place.

If the child and the child's parent, guardian, or custodian do not appear before the superintendent or a designee on the scheduled date and at the scheduled time and place, or if the child and the child's parent, guardian, or custodian appear before the superintendent or a designee on the scheduled date and at the scheduled time and place but the superintendent or a designee determines that the information the superintendent received indicating that, during the semester or term, the child had been absent without legitimate excuse from the school the child was supposed to attend for more than sixty consecutive hours or for at least ninety total hours, the superintendent shall notify the registrar of motor vehicles and the juvenile judge of the county in which the district is located that the child has been absent for that period of time and that the child does not have any legitimate excuse for the habitual absence.

A notification to the registrar required by this division shall be given in the manner the registrar by rule requires and a notification to the juvenile judge required by this division shall be given in writing. Each notification shall be given within two weeks after the receipt of the information of the habitual absence from school without legitimate excuse, or, if the child and the child's parent, guardian, or custodian appear before the superintendent or a designee to challenge the information, within two weeks after the appearance.

In accordance with Ohio Law, a student whose driving privileges have been denied can file a petition with the juvenile court in whose jurisdiction he/she resides.

## Parental Education Program

In accordance with Ohio Law, the Board may require the parent or guardian of any student who is suspended or expelled from school or who is truant (absent without legitimate or legal excuse) or habitually truant (absent without legitimate excuse for thirty or more consecutive hours, forty-two to more hours in one school month, or seventy-two or more hours in a school year) from school to attend a parental education or training program designed to encourage parents to ensure that their children attend school regularly. If the parent fails to attend the program, he/she may be charged with a misdemeanor of the fourth degree, punishable by a maximum fine of \$250 and imprisonment of up to 30 days. This policy shall be posted in a central location in all Franklin Local school buildings, and shall be made available to students and their parents or guardians upon request (O.R.C. §3313.663).

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