

STUDENT ABSENCES AND EXCUSES
Grades 9-12

One hundred percent attendance by all students is expected. We believe the school environment has a great deal to offer all students. By law, all students are expected to be in school every day school is in session. The district understands that there are situations and circumstances that might require a student to be absent from time to time. The Board of Education recognizes the following reasons as EXCUSED absences:

Definitions of absences and excuses, both excused and unexcused, Multiple Tardies

- A. A student's absence may be excused for the following reasons:
1. Personal illness
 2. Illness in the family
 3. Quarantine of the home
 4. Death of a relative
 5. Work at home due to the absence of parents or guardians
 6. Observance of a religious holiday
 7. An emergency, or set of circumstances, which, in the judgment of the Superintendent/designee, is a good and sufficient cause for absence.

Examples: court appearance, out-of-school suspension, college visit.

After six days of absence per term, third party documentation* is required in order for the absence to be excused. Doctor's excuses, etc. for the purpose of this documentation is required to be submitted no more than THREE DAYS after the student's return. If documentation is not provided within this time period, the absence(s) will be deemed unexcused.

*Third party documentation consists of a doctor/dentist note, verification of a funeral/death in the family, conference with an administrator, court appearance, or documented college visit.

- B. All other absences are unexcused
- C. Any student who arrives after the designated starting time of a building's school day and before the one-half (1/2) day absence time for that building as defined in JED-R4 will be considered tardy. Three (3) unexcused tardies equal one (1) full day of unexcused absence

Make-up work

A student whose absence from school is unexcused shall be permitted to make up work, except for the student who voluntarily does not report for class as assigned or leaves school property without authorization by school officials. It is the student's responsibility to secure the work. The work, when satisfactorily completed and submitted in a timely manner according to established procedures, will be accepted for a minimum of passing credit.

Absence due to out of school suspension

A student who is out of school due to suspension shall be permitted to make up work. This work, when submitted in a timely manner according to established procedures, will be accepted for a minimum of passing credit. The absence for out of school suspension will be an excused absence.

Sent home by the school nurse

Students who are sent home from school by the school nurse, due to illness, will not require a note or phone call for the day they are dismissed.

Absences and truancy

A. Habitual truant

A student with five (5) or more unexcused absences on consecutive school days, or seven (7) or more unexcused absences in one school month, or twelve (12) or more unexcused absences in one school year, may be considered a "habitual" truant, under Section 3321.191 of the Ohio Revised Code.

B. Chronic truant

A student with seven (7) or more unexcused absences on consecutive school days, or ten (10) or more unexcused absences in one school month, or fifteen (15) or more unexcused absences in one school year, may be considered a "chronic" truant, under Section 3321.191 of the Ohio Revised Code.

C. **Consequences**

In the case of either “habitual” or “chronic” truants, the Fairfield City School District Board of Education may:

- * assign the student to an alternative school;
- * require the student to participate in a truancy intervention program;
- * require the student to receive appropriate counseling;
- * require the parent, guardian, or other persons having care of the student to attend a parental involvement program adopted under Section 3313.472 or 3313.663 of the Ohio Revised Code;
- * require the parent, guardian, or other person having care of the student to attend a truancy prevention mediation program;
- * notify the registrar of Motor Vehicles of a habitual truant under Section 3321.13 of the Ohio Revised Code; and/or
- * take legal action under Section 2919.222, 3321.20, or 3321.38 of the Ohio Revised Code.

Students who are “habitual” truants may receive a citation to the appropriate court. The student’s parent(s), guardian(s) or other person(s) having care of the student may also receive a citation to the appropriate court. Students who are “chronic” truants and their parents, guardian(s) or other person(s) having care of the student shall be cited to juvenile court as provided in Policy JEDA.

Under Section 3321.13(b)(2), 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 ten (10) or more unexcused absences on consecutive days, or fifteen (15) or more unexcused absences in a term.

D. **Retention of truant students**

Under Section 3313.609 of the Ohio Revised Code the Board is required to adopt a policy on the retention of truant students. The Board shall prohibit the promotion of a student to the next grade level if the student has been truant (absent without excuse) for more than ten (10) percent of the required attendance days in the current school year, and has failed two or more of the required curriculum subject areas in the current grade. These provisions may be waived if the student’s principal and teacher agree, in writing, that the student is academically prepared to be promoted to the next grade level.

(Adoption date: January 22, 2004; revised: May 18, 2006)