



October 2023

Addendum to 2023-2024 Monroeville Parent/Student Handbook:

- Pages 3-4 of Elementary School Handbook
- Pages 9-13 of High School Handbook

- Parents must call in a student absence by **9:00 a.m.** on the day a student is out, **followed by a written excuse** upon their return to school.
 - Elementary attendance line: (419) 465-2533, option 1
 - High school attendance line: (419) 465-2631, option 1
 - Written excuses may be sent via email to the building secretary, or a note sent back with the student:
 - Elementary: bmyers@monroevilleschools.org
 - High school: rjenks@monroevilleschools.org

- For cases of head lice, students are excused for 3 days for each occurrence to allow time for proper treatment and eradication.

- **Excused/legitimate absences** up to 65 hours (approximately 10 school days for the year) may *not* require a doctor's note and reporting requirements may be satisfied by following the process outlined above (parent call and note/email upon return). **Beyond the 65 hours of legitimate absence, a medical excuse will be required and the student will be considered to be "excessively absent" as part of the truancy process.**

- The only reasons for **excused absences** are those outlined in ORC 3301.69.2, which states:

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

 - a. Illness of the child. The approving authority may require the written statement of a physician/mental health professional if it is deemed appropriate;
 - b. Illness in the family necessitating the presence of the child. The approving authority may require the written statement of a physician and an explanation as to why the child's absence was necessary, if it is deemed appropriate;
 - c. Quarantine in the home. The absence of a child from school under this condition is limited to the length of quarantine as determined by the proper health officials;
 - d. Death of a relative. The absence arising from this condition is limited to a period of eighteen school hours (approximately **3 days**) unless a reasonable cause may be shown by the applicant child for a longer absence;



- e. Medical, behavioral or dental appointment. The approving authority may require the written statement of a physician, mental health professional, or dentist if it is deemed appropriate;
- f. Observance of religious holidays. A child shall be excused if the child's absence was for the purpose of observing a religious holiday consistent with the truly held religious beliefs of the child or the child's family;
- g. College visitation. The approving authority may require verification of the date and time of the visitation by the college, university, or technical college;
- h. Pre-enlistment reporting to military enlistment processing station. The approving authority may require verification of the date and time of the reporting;
- i. Absences due to a child's placement in foster care or change in foster care placement or any court proceedings related to the child's foster care status;
- j. Absences due to a child being homeless;
- k. Children of military families. Absences due to deployment activities of a parent, legal guardian, or custodian consistent with section 3301.60 of the Revised Code; or
- l. Emergency or other set of circumstances in which the judgment of the superintendent of schools constitutes a good and sufficient cause for absence from school.

This addendum supersedes the policies outlined in the student handbook. The truancy process does not change and families will still be notified when their child's attendance approaches any of those thresholds.

These clarifications and addendums to our student attendance policies help us to ensure that students are accounted for each day and getting the most out of their education through good attendance. If you have additional questions or need clarification on anything, please contact us at school. We appreciate your continued support at home!

Sincerely,

Kristin L. Kaple-Jones, Ed.D.

Kristin L. Kaple-Jones, Ed.D.
Superintendent
Monroeville Local Schools
kjones@monroevilleschools.org
(419) 465-2610