

STUDENT ABSENCES AND EXCUSES

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

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

1. personal illness of the student;
2. illness in the student's family;
3. needed at home to perform necessary work directly and exclusively for parents or legal guardians (applies to students over 14 years of age only);
4. death in the family;
5. quarantine for contagious disease;
6. religious reasons;
7. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours) or
8. 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 does not believe that 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.

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.

[Adoption date: May 11, 2017]

LEGAL REFS.: ORC 3313.609
3321.01; 3321.03; 3321.04; 3321.13; 3321.14; 3321.19; 3321.38
4510.32

CROSS REFS.: 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.

**MIAMISBURG CITY SCHOOLS
“OUT OF SCHOOL MAKE-UP WORK FORM”**

Pursuant to the Compulsory Attendance Law as defined by the Ohio Revised Code, all students enrolled in the District will be expected to attend school daily and attend all scheduled classes for the time period designated as the “school year” by the District. The District believes there is a direct correlation between a student’s academic success and attendance. Frequent absences from school disrupt the educational process and as a result, the benefit of regular classroom instruction is diminished.

When a student knows he or she is going to be out from school they will be required to use the “out of school make-up work form” to inform the teachers of his or her absence. If teachers are able to get the work together prior to the student being out, students can take the work with them. If teachers are not able to gather the work ahead of time, the student will be presented with the work upon their return. There may be some classroom or laboratory work which, due to its nature, may not be able to be made up. When this issue arises, an alternative assignment may be given in place of this classroom or laboratory work. The number of consecutive days of absences, excused and unexcused, plus one day, equals the time allocated for make-up of missed work. The obligations for approaching his/her teacher for make-up tests, quizzes, assignments and homework is solely the student’s. Failure to complete make-up work in the prescribed number of days or within the period of time mutually agreed upon by the teacher and student (in special cases) will result in the loss of credit for the make-up work.

To The Teacher(s) Of: _____

The above mentioned student will be absent from your class from _____

to _____. Please provide this student with missed work either

prior to the absence or after the absence. Please sign the form in the appropriate area on the back side of this sheet to verify your recognition that you have been notified of this absence.

Subject/Class	Assignment	Assignment Given	Teacher Signature
		<input type="checkbox"/> Ahead of Time <input type="checkbox"/> Upon Return	
		<input type="checkbox"/> Ahead of Time <input type="checkbox"/> Upon Return	
		<input type="checkbox"/> Ahead of Time <input type="checkbox"/> Upon Return	
		<input type="checkbox"/> Ahead of Time <input type="checkbox"/> Upon Return	
		<input type="checkbox"/> Ahead of Time <input type="checkbox"/> Upon Return	
		<input type="checkbox"/> Ahead of Time <input type="checkbox"/> Upon Return	
		<input type="checkbox"/> Ahead of Time <input type="checkbox"/> Upon Return	
		<input type="checkbox"/> Ahead of Time <input type="checkbox"/> Upon Return	
		<input type="checkbox"/> Ahead of Time <input type="checkbox"/> Upon Return	

Principal: _____ Date: _____

Student: _____ Date: _____

Parent: _____ Date: _____

*Student and Parent signatures signify understanding that all assignments will be completed and turned into the classroom teacher.