

## 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 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 school hours unless a reasonable cause may be shown for a longer absence);
5. quarantine for contagious disease;
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 extracurricular 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 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: October 21, 2004]  
[Re-adoption date: August 17, 2006]  
[Re-adoption date: October 10, 2007]  
[Re-adoption date: January 15, 2009]  
[Re-adoption date: August 16, 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 REFS.: IGAC, Teaching About Religion  
IKB, Homework  
JEDB, Student Dismissal Precautions  
JHC, Student Health Services and Requirements  
JHCC, Communicable Diseases

**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.

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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.