

Warren County Schools
Common Attendance Regulations
2013-2014

Legal Requirement

Ohio Revised Code, Section 3321.01:

All children between ages six (6) and eighteen (18) are of compulsory school age and must attend school.

Ohio Revised Code, Section 3321.03:

It is the parent's responsibility to cause the child to attend school.

Reporting and Monitoring Student Absences

It is the obligation of the parent/guardian to report the child's absence or tardy each day the student is absent.

- The parent/guardian should phone the student's school building within 2 hours of the start of the school day each day the student is absent. Afternoon kindergarten parents/guardians must call by 2:00 PM. The parent/guardian may be required to provide a password/code to identify themselves as the parent/guardian of the absent student.
- A school logged parent/guardian phone call received by the attendance office, on each day of the student's absence, for any of the excused absences below, is sufficient to excuse the child's absence. **After the student's eighth (8th) parent phone call, upon the student's return to school the parent/guardian shall provide written documentation from a treating physician, nurse practitioner, or physician assistant stating the day(s) absent and reason for such absence.**
- Written documentation from the parent/guardian/non-doctor note may be in the form of an e-mail or fax to the proper school authority or directly from a physician's office, if permitted by the physician's office.
- If within five (5) school days after returning to school following an absence, written documentation has not been received, the absence will be "unexcused."
- The parent/guardian (and not the school) maintains responsibility to make certain the telephone call and/or absence note was submitted to the proper school attendance authority in a timely fashion.
- If the parent/guardian fails to contact the school and school personnel have to initiate contact with the parent/guardian via phone call and they DO NOT make direct contact with a parent/guardian the absence will be considered unexcused until a parent/guardian makes direct contact with the attendance office on the day of the student's absence. After that date, the student must submit a written parent note within 5 days to excuse the absence.

Excused Absences

- Personal illness or injury.
- Medical or dental appointments (partial days, in most cases).
- Illness or death in the family.
- Funeral of immediate family member or relative.
- Quarantine.
- Religious holiday (not counted against the eight (8) day rule).
- Appointments for court.
- Pre-approved absences. Five (5) days per year approved in advance by the principal. These days shall be included in the eight (8) day absence rule.
- Head lice. Children excluded from school due to head lice are allowed one (1) excused absence on two (2) separate occasions in a school year. Absences beyond this number are unexcused unless the additional absences are covered within the eight (8) parent/guardian notes or a physician et al. excuse.
- Emergencies and other reasons deemed good and sufficient by the principal.

Unexcused Absences and Tardies

The school administration will make the final decision whether an absence/tardy is excused or unexcused. In general, unexcused absences/tardies include (but are not limited to):

- Missing the school bus.
- Experiencing transportation problems at home or on the way to school.
- Remaining at home to complete school assignments.
- Missing school without legitimate illness.
- Oversleeping. Alarm clock (student's or parent's) failed to work.

- “My mom didn’t get me up.”
- Not having suitable clothing to wear to school.
- Working at a job during the school day without a proper work permit.
- Babysitting.
- Any form of recreation (unless pre-approved absence days).
- Personal business that can be done after school or on weekends.
- “Helping at home” or “Was needed at home.”
- “I had a game last night.”
- Senior pictures/portraits.

Documentation of Absence/Tardy

Generally, eight (8) absences from school per school year or five (5) tardies to school per school year for the reasons identified as “Excused Absences” may be documented by a parent/guardian phone call. Medical notes shall not count against the eight (8) parent/guardian phone calls for absences or five (5) parent/guardian phone calls for tardies. Absences in excess of eight (8) per school year or tardies in excess of five (5) per school year may not be excused by a parent and shall require documentation by the child’s treating physician, nurse practitioner, or physician assistant – unless an absence is otherwise excused by the principal due to an unusual circumstance.

The foregoing general rule is for the convenience of school officials in the administration of this attendance regulation. This does not create an entitlement for a child to be absent from school eight (8) days per school year or tardy to school five (5) days per school for reasons other than those identified for Excused Absences. Application of this general regulation may be waived by school officials where circumstances indicate that its application does not serve the child’s best interest. Those circumstances include, but are not limited to, the child’s and/or the child’s siblings’ attendance in the current or prior school years.

In all instances where students/parents/guardians have been adjudicated guilty for truancy-related offenses (habitual/chronic truancy and contributing) and are currently under active supervision or probation, excused absences shall be granted only on the condition of a note from a physician, nurse practitioner, physician assistant, or personally excused from school by the school principal.

Nothing contained in this attendance regulation is intended nor should be construed as restricting the discretion of school officials to make such inquiries and request such verification/documentation as is reasonably necessary to determine if an absence/tardy is for any of the reasons identified in this regulation as “Excused Absences.”

Medical Excuses

Medical excuses are acceptable documentation of an absence or tardy to school following a personal, in-office or hospital examination by a physician, nurse practitioner, or physician assistant. Physicians, et. al., may only excuse absences or tardies to school for the specific date(s) the student was under his/her direct medical care - during which the student was medically unable to attend school. Excessive medical excuses may result in the school contacting the physician’s office for additional medical documentation.

Chronic Illness Waiver

Beyond a student’s initial eight (8) absences, additional absences for a chronic medical condition may be approved in advance by the child’s physician, nurse practitioner, or physician assistant without the need for the child to be seen by the physician et al. Parents/guardians shall obtain this Waiver from the school nurse.

Military Provision

Students may receive up to five (5) additional excused absences per school year for the purpose of attending the deployment or return of a military parent/sibling. These days shall be approved in advance by the principal and will not count against the normal eight (8) excused absences provision. Additional days of excused absences may be approved by the principal in special circumstances.

Tardy to School

Five (5) unexcused tardies = one day unexcused absence. Tardy to classes is handled on an in-school basis and is not included in the 5UT’s = 1UA provision.

Make-Up Work

Excused absences and tardies allow students to make-up all missed class work, tests, and assignments. The general rule is the length of make-up opportunity is equivalent to the length of the absence. Students may not make-up class work, tests, and assignments missed due to unexcused absences or tardies.

Truancy Defined

Truancy is defined by Ohio Revised Code, Section 3313.609, as “any absence that is not excused.”

Consequences of Truancy

2 Unexcused Absences. Formal notification letter sent to parent/student.

5 Unexcused Absences. Truancy intervention group meeting @ the district.

9 Unexcused Absences. Truancy intervention meeting for 5-day meeting “no-shows.”

Important Notes: 1) **Parents/Guardians who attend the 5-day intervention meeting need not attend any further truancy meeting** unless they request a special meeting with the principal, attendance officer and/or a truancy court official. 2) Formal court proceedings may be initiated without utilizing the above sequence. 3) Schools may also impose their own sanctions for students who accumulate unexcused absences/tardies. 4) According to ORC 3321.13(B) the Board may authorize 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 10 consecutive days or a total of at least 7 days during semester.

Truancy Charges Filed in Court

Truancy charges may be filed against students (12+ y/o) who become chronic or habitual truants. “Contributing” charges may be filed against the parent(s)/guardian(s).

Chronic Truancy (Delinquency) = 7 consecutive unexcused absences.
10 unexcused absences in four (4) weeks.
15 unexcused absences in a school year.

Habitual Truancy (Unruly) = 5 consecutive unexcused absences.
7 unexcused absences in four (4) weeks.
12 unexcused absences in a school year.

Students admitting to the truancy charge or adjudicated as unruly/delinquent for truancy (and parents/guardians who have pled or been found guilty of a “contributing” charge) may be ordered by the Juvenile Court to accumulate no further unexcused absences or tardies. A Violation of Court Order or Community Control Violation may be filed against the student/parent/guardian for future unexcused absences or tardies. Juvenile Court may retain jurisdiction of students until they graduate, obtain their GED or attain 21 years of age.

Warren County Inter-School Attendance Agreement

Student attendance records shall be maintained for students moving from one Warren County school district to another district within the county. This includes all provisions of this policy (excused/unexcused absences, steps in the truancy process, et. al.).

Warren County Satellite Classes

The Warren County Career Center accepts the attendance policies and procedures of the partner school in regards to their students who attend Warren County Career Center Satellite Classes within their district. These policies and attendance documentation will be maintained at the partner school.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance

at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

Approval Dates

April 2006, Original Date of Approval.

May 2009, Chronic Illness Waiver provision added. Physician = Doctor/Nurse Practitioner/Physician Assistant.

May 2010, Medical excuses not counted against the eight (8) parent note provision.

March 2011, 2-day letter, 5-day meeting, 7-day unofficial hearing protocol changed to 2-day notification letter, 5-day intervention meeting (more detailed intervention meeting with signed parent acknowledgement of receipt of attendance policy and state attendance laws), 9-day meeting (only if the parent did not attend the 5-day intervention meeting), and final parent court warning for 5/9 no-shows. 7-day unofficial hearing discontinued.

August 2011, Military Provision added.

May 2012, Chronic Illness Waiver and head lice provisions modified.

February 2013, Parent phone calls for 8 absences per year was added/replaced 8 parent notes. Length of time for student to turn in doctor notes extended from 2 days to 5 days. Wording deleted with regards to Chronic Illness Waiver.