

Warren County Schools
County-Wide Attendance Policy
2020-2021 School Year
Documentation for time out of school

Generally, twelve (12) absences from school, which include full days and partial days may be documented by a parent/guardian phone call.

***Medical notes shall NOT count against the 12 absences (time out of school full or partial days) that a parent may excuse.**

Absences, full and partial days in excess of 12 absences may not be excused by a parent and shall require documentation by the child's treating physician, nurse practitioner, or physician's assistant- unless an absence, is otherwise excused by the Principal due to unusual circumstances.

This policy will be extended beyond 12 absences if the student or a member of the household is in quarantine due to COVID-19 or experiencing symptoms of COVID-19. Medical documentation/release shall be required to re-enter school upon release from COVID-19 mandated quarantine.

The foregoing general rule is for the convenience of school officials in the administration of this attendance regulation. This rule does not create an entitlement for a student to be absent from school 12 times. Application of this general regulation may be waived by school officials where circumstances indicate that its application does not serve the student's best interest. Those circumstances include, but are not limited to: the student's attendance in the current or prior school years; instances where students/parents have been adjudicated guilty for truancy related offenses or currently under active supervision or probation. Excused absences from school shall be granted only on the condition of a note from a physician, nurse practitioner, physician's assistant, or excused 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 the time out of school for full day absence or partial day absence is excused.

Late Arrivals/Early Dismissals

Being punctual is an expectation that we have for all of our students. Any student arriving to school or their assigned seat in the classroom after _____A.M. must report directly to the attendance office to obtain a tardy slip.

All students 7th through 12th grade that arrive late to school must be signed in at the attendance office by the parent/guardian/legal custodian to obtain a tardy slip.

The tardy slip must be presented to the teacher to be admitted to class. The school attendance officer will track tardies and report to the administration.

When students arrive on school property he/she is under the jurisdiction of the school district until the end of the school day. No student may leave the premises during the school day without proper authority. Students that require an early dismissal must present a note from their parent/guardian/custodian to the school attendance office in the morning at the beginning of the school day. In all cases, a parent/guardian/custodian will be contacted to confirm and authorize the early release.

Also, no student will be permitted to return to school unless an "off-grounds" pass has been issued with a return time marked on it.

Students arriving to school less than 90 minutes from the start of the school day (late arrival) will be counted as tardy to school. Students that are signed out of school less than 90 minutes from the end of the school day (early dismissal) will be counted as “left early” for school. All tardies and “left early” releases will be unexcused unless otherwise noted in the school policy.

Students that arrive at school after the first 90 minutes of the school day will be marked as a half-day absence. Students that are signed out more than 90 minutes before the end of the school day will be counted as half-day absence.

Please refer to the school policy on Attendance for the policy for explaining excused and unexcused absence.

Off Campus Leave

Students that sign “in and out” during the normal course of the school day will be marked as “At other location” and will be excused or unexcused based upon the reason for the leave from school property. Please refer to the policy on attendance to determine if this time out of school is excused or unexcused.

Students that are involved in College Credit Plus programming, school sanctioned activities and modified academic school schedule must sign in and out in the Attendance office and comply with school rules regarding their programming.

Absences

Students who miss school are required to have their parent/guardian contact the attendance office on or before _____ A.M.

If the school doesn't receive notification, a phone call will automatically be made to the parent/guardian. If the parent/guardian fails to contact the school, the absence will be considered unexcused until a parent/guardian makes direct contact (within 5 days) with the attendance office to verify the student's absence.

All notes parental/guardian or physician's must be submitted to the attendance office within five (5) days of the absence, otherwise the absence will be unexcused.

Unexcused Absences from school: (time out of school full or partial days)

The Ohio Revised Code define a student as being a habitual truant when a student has:

30 consecutive unexcused hours, or

42 unexcused hours in a school month, or

72 unexcused hours in a school year.

By Law if a student acquires 38 hours in one month or 65 hours in one school year of excused and/or unexcused hours, an attendance notification letter will be mailed to parent/guardian.

The school, in compliance with Ohio Truancy Laws has established the following intervention strategies to avoid unexcused hours, tardies and early dismissal.

If a student acquires 30 consecutive unexcused hours, or 42 unexcused hours in a school month or, 72 unexcused hours in a school year, an Absence Intervention Team meeting will be scheduled by the Truancy Officer, for the purpose of developing an Absence Intervention Plan. The team shall consist of the student, parent/guardian or their designee (a pre-approval FERPA form release for a designee to attend in a parent's place must be filed by the parent for the designee to participate in the Absence Intervention Team meeting), school administrator or their designee, and attendance officer. The team may also include the school psychologist, counselor, social worker, teacher or representative of a public or nonprofit agency designed to assist students and their families in reducing absences, and representative of the Juvenile Court and any other party or person that may assist the student, family or school in reducing truancy.

If the parent/guardian fails to attend or otherwise respond and participate in the Absence Intervention Team, the school shall do both of the following:

- Investigate whether the parent/guardian's failure to attend triggers mandatory reporting to the public children services agency or instruct the Absence Intervention Team to develop an intervention plan for the child notwithstanding the absence of the parent/guardian.
- If the student fails to comply with the Truancy Intervention Plan and meets the legal definition of habitual truant, charges may be filed in Warren County Juvenile Court.

ALL students placed on an ABSENCE INTERVENTION PLAN are required to:

- 1. Attend school with no unexcused absences.**
- 2. Parents are to contact the school to report concerns regarding the student.**
- 3. Parent to call the school no later that two (2) hours after the start of school day to report absence.**

In addition a student may be required to have a Doctor's excuse if absence; be referred to a school counselor; referred to outside agency, required to attend TEG and any other interventions or strategies that may assist the student in attending school.

Remote Learning Attendance Policy

Welcome to the 2020-2021 Remote Learning program. The safety, welfare and education of your student is our utmost priority. We know that barriers to educating your student will be very different in this model of educational programming but with meaningful communication between students, families and school staff we are confident that this will be a rewarding educational experience for your student.

The Ohio Department of Education and the truancy laws in Ohio require that all schools monitor and track attendance in the remote learning programs for student's on-line activity and completion of assignments. That is to say we will not be required to know what your student is doing every moment of the school day, but we will be required to regularly monitor the number of hours your student is on-line working on assignments and completing assignments.

In addition, schools are required to notify families if their student is not in compliance with remote learning, offer mediation to address any issues and if not **resolved** file truancy charges in the Warren County Juvenile Court .

Requirements:

All students are required to complete on-line or off-line educational opportunities totaling twenty-five (25) hours per week. Those hours may or may not occur during a typical school day but must be completed within one week period.

In addition, if a student fails to participate in seventy-two (72) consecutive hours of learning without legitimate excuse, the student will be withdrawn from the Remote Learning Program pursuant to Section 3314.03(A)(6)(b) Ohio Revised Code

Missed Hours:

The following factors are considered reasonable for missing hours

- A. Personal illness, a written statement from the student's treating physician, nurse practitioner or physician assistant verifying the illness may be required. **(this language may be changed if schools want to require this after 12 days-which mirrors what is required of other students in the building)**
- B. Death in the family
- C. Observation or celebration of a bona fide religious holiday
- D. Out-of-state travel, up to a maximum of twenty-four (24) hours per school year that **the school** is open for instruction, to participate in an approved enrichment or extracurricular activity.
- E. Such good cause as may be acceptable to the Superintendent, or his/her designee
- F. Medically necessary leave for a pregnant student.
- G. Failed digital access * please refer to Digital Access section for specific details

For hours missed to be excused the parent(s), guardian(s) or custodian(s) must contact the school _____ (**schools may add in name of person, e-mail and phone number here**) Contact must be made within five (5) school days of the absence (missed hours) to be marked as excused.

Students are expected to make up missed hours of instruction within a one-week period or complete additional hours and lessons leading up to a planned event.

Digital Access

In order to promptly trouble shoot any digital access issues please contact our Digital Access Department on the day your student experiences any issue/problem. Digital access issues include internet connectivity and technology issues.

Digital Department : _____ **name and contact info here**

Educational Programming Issues

Any other barriers to compliance with the on-line learning activities should be directed to your [student's counselor/principal/](#) : _____ name and contact info [here](#).

ALL REMOTE LEARNING STUDENTS placed on an Absence Intervention Plan are required:

1. Log on daily & complete all lessons/hours as required by the school district.
2. Parents are to contact the school if the student is unable to complete the lessons due to personal illness.
3. Parents are to contact the school to report any concerns regarding the student.
4. Parent to contact the school immediately if the student is experiencing technical issues.
5. Parent to contact the student's Champion teacher for academic issues.

In addition, student maybe referred to a counselor [referred to outside agency](#) required to attend TEG and any other interventions or strategies that may assist the student in attending school.

All Attendance Intervention Plan are valid for 60 days (not including weekends, holidays, and snow days). If a student does not make significant improvement in attendance during that time period, truancy charges will be filed in Warren County Juvenile Court. Attendance Intervention plans maybe extended or updated pass the 60 day period if a student's attendance declines.

A referral to Warren County Children Service can be made on a student if a parent fails to participate in the Attendance Intervention plan if any of the following apply:

Student is under 14 years of age; student is on a I.E.P. or 504; student has 3 or more office referrals or suspension in school year; student or siblings have a history of chronic absenteeism.

To answer some of the remaining questions:

Once a student reaches the # of absence (hours) allowed by law/policy, a Doctor's note is required. Exceptions to that are religious holidays, death of immediate family member & any other absence allowed by school administrator.

Any unexcused hours on students that switch from remote learning back to in person learning follow that student. The law applies to remote learners and in person learner. In addition, all unexcused & excused hours follow a student from on district to another.

Parents and/or legal guardians are responsible for the acts and omissions of their children. A parent/guardian maybe charges with Failure to Send a violation of Sections 3321.38 (A) Ohio Revised Code.

If a student continues to violate a Court order for attendance a parent/guardian may also be charges with Contributing to the Delinquency/Unruly of a minor 2919.24 (B)2 Ohio Revised Code a misdemeanor of the first degree punishable by fine up to \$1,000.00 and jail up to 6 months.

Legal threshold for Truancy:

The Ohio Revised Code define a student as being a habitual truant when a student has:

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42 unexcused hours in a school month, or

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