



**Warren County
Educational Service Center**

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Attendance Processes for Warren County School Districts & WCESC Programs

1. The school will make a referral to the WCESC for students who accumulate 38 hours or more of a combination of excused or unexcused time out of school in one month or 65 hours of excused or unexcused time out of school in one school year. The referral shall also include the student's profile sheet. The WCESC will mail a letter to the parent and provide a copy of same to the student's school building. **(FORM A)**

Please note. Pursuant to law HB 166: All medically excused absences DO NOT count toward the 38 hours in a month or 65 hours in a school year. The definition of medical and non-medical excuses is within the discretion of the district. The WCESC is recommending that the districts use medically documented excuses from physicians/dentists/mental health professionals as the approving authority for medically excused absences.

Please be sure to advise your WCESC Attendance Officer of your district's policy for medically excused absences.

This does not affect the parents excusing a student 12 times during the school year.

2. The school will make a referral for students who accumulate 30 or more consecutive hours of UNEXCUSED absences (time out of school, full or partial days), 42 or more hours of unexcused absences (time out of school, full or partial days) in one month, or 72 or more hours of unexcused absences (time out of school, full or partial days) in one school year, to WCESC, and provide a profile sheet and attendance records. **(FORM B)**

The WCESC will prepare a letter setting an Absence Intervention Team Meeting for the purpose of developing an Absence Intervention Plan. The WCESC will mail the letter to the student's home address, and the WCESC will provide a copy of the letter to the student's school building. The school will forward a copy of the letter to the parent via the student and either phone the parents or e-mail a copy of the letter to parent. All notices will be sent to parent within SEVEN (7) days. The WCESC will also notify the Warren County Juvenile Court staff of all Absence Intervention Team Meetings.

If the parents fail to respond to the notice of the team meeting or participate by phone or other video means, the Superintendent (or their designee) may make a referral to Warren County Children Services (see policy) or instruct the team to move forward without the parent's involvement.

3. The Absence Intervention Team will prepare a plan to remediate the student's unexcused absences (time out of school, full or partial days). The WCESC will provide a copy of the plan to all parties. The school and the WCESC will monitor the student's compliance with the plan for 60 days. During the 60 day period the Attendance Department will implement the following interventions to help engage the family and the student.

4. If the student has refused to participate in or failed to make satisfactory progress on the plan, and meets the legal definition of a habitual truant, a complaint can be filed in the Juvenile Court on or before the 61st day of the creation of the Absence Intervention plan.
5. The school along with the Attendance Officer will determine if charges should be filed in Warren County Juvenile Court on the student, and/or custodial parent(s). This step must be completed on or before the 61st day of the implementation of the Absence Intervention Plan. **(FORM C)**

Please make sure **ALL** required attachments are submitted with Form C.

The WCESC will file the charges in Warren County Juvenile Court. The WCESC Attendance Officer Representative will attend all Court hearings on behalf of the School District. Please note that the Principal, Assistant Principal and/or Attendance Secretary may be subpoenaed by the Warren County Prosecutor's office to testify at the adjudicatory hearing. (aka-trial).

Satisfactory progress is determined:

Kindergarten to 6th grade students: Charges will be filed on the Legal parent/custodian. Please note: that the Warren County Juvenile Court requires a date of birth for all parent/guardian that are charged.

7th and 8th grade students: Charges of Habitual Truancy will be filed on the student and Failure to send will be filed on the Legal parent/custodian.

9th, 10th, 11th and 12th grade students: Charges of Habitual Truancy will be filed on the student. If an administrator believes that a parent/guardians' actions warrant a charge against the parent/guardian, please contact your assigned attendance officer to discuss the specifics of the case.

Satisfactory Attendance:

During the 60 day period of supervision of the Absence Intervention plan the school and attendance officers will monitor the student's compliance with satisfactory attendance.

For purposes of defining satisfactory attendance. During the 60 day monitoring period a student typically will attend school 40 days, or 40 days times 6 hours per day = 240 hours.

The Ohio Department of Education and Workforce defines truancy as missing 10% or more of school. Therefore, missing 24 or more unexcused hours in a 60 day period could cause habitual truancy charges to be filed in Juvenile Court.