



Warren County Educational Service Center

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Warren County Schools County-Wide Attendance Policy

2025-2026 School Year

K – 6th Grade

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.

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 K through 6th 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 arrives 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.

Students arriving to school less than _____ 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 _____ 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 _____ of the school day will be marked as a half-day absence. Students that are signed out more than _____ 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.

The school in compliance with Ohio Truancy laws has established the following interventions and strategies to address excused and unexcused hours, tardies and early dismissals.

If a student acquires 38 hours in one month or 65 hours in a school year of excused and/or unexcused hours, an attendance notification letter will be mailed to the parent/guardian advising them of these hours.

Habitual Truancy 2151.022 (B) Ohio Revised Code

The Ohio Revised Code define a student as being 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,

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-approved 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 non profit agency designed to assist students and their families in reducing absences, representative of the Juvenile Court, and any other 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 a plan for the child notwithstanding the absence of the parent/guardian. If the student and/or parent/guardian fails to comply with the Absence Intervention plan charges may be filed in Juvenile Court.