

ATTENTION STUDENT,PARENT/GUARDIAN,

Attendance policy

A maximum of seven (7) parent/guardian notes are allowed per school year. A parent/guardian note is only valid for one day of absence/tardy. A doctor's note will be required to cover a health event of consecutive days. Once a student uses all their parent notes for the year, only a third-party note, document, or other information requested by the school will excuse the absence or tardy. Otherwise, all absences and tardies after the 7 excused ones will be unexcused.

Ten (10) regular doctor's excuses will be accepted per school year. Any absence event due to medical reasons in excess of ten (10) will require the presentation of the Warren County Schools Medical Excuse Form before the absence will be excused. The form will be available at all schools, central office, and some medical facilities upon parent request.

NOTE - Students with medical appointments during the school day will be given an unexcused absence until a statement is brought from the doctor. All absences due to illness will require a doctor's statement for the absence to be counted as excused. Written statements must be received within a week of a student's return to school to be counted as excused. Excuses brought in after the week period will remain unexcused.

TRUANCY, WHAT CONSTITUTES:

Any student who has attained the age of six (6) years but has not reached his or her eighteenth birthday, who has been absent from school without valid excuse for three (3) days, or tardy on three (3) days, is a truant. Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his or her twenty-first birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant. Any student who has been reported as a truant two (2) or more times is an habitual truant. A tardy is defined as missing no more than 35% of the regularly scheduled school day. A tardy can occur in either the morning or afternoon.

TRUANCY PROCESS – Elementary, Middle School, High School

STEP 1—Upon the third (3) unexcused absence and/or tardy, the principal/designee will contact the parent/guardian in writing concerning the student’s absences.

STEP 2—Upon the fifth (5) unexcused absence and/or tardy, the district’s Delinquency Prevention Services Worker will be notified and will make contact in an attempt to avoid any court action.

STEP 3—When the sixth (6) unexcused absence and/or tardy occurs, court action may be pursued.

