

**REPORTING STUDENT WITHDRAWAL, HABITUAL ABSENCES/TRUANCY AND DRUG OR ALCOHOL  
RELATED SUSPENSIONS OR EXPULSIONS**

I. TEACHER AND SUPERINTENDENT NOTICES OR STUDENT WITHDRAWAL FROM SCHOOL:

Whenever any child of compulsory school age withdraws from school:

A. Teacher Duties: The child's Teacher shall find out the reason for and all relevant facts surrounding the withdrawal, including the child's new address if the withdrawal resulted from a change of residence. Then the Teacher must immediately relay the information to their Principal.

B. Superintendent Duties: The Superintendent shall forward the essential facts regarding the child, including the child's new address, if available, to the Superintendent for the District to which the child has moved. But if the withdrawal is not a result of a change of address and from the available information it does not appear that the child is enrolled and attending an approved educational program, the Superintendent must notify the following within 14 days of the withdrawal:

1. The Registrar of Motor Vehicles by completing the School Superintendent Notification Form and mailing it to the Ohio Bureau of Motor Vehicles; and
2. The Franklin County Juvenile Judge by mailing a copy of the Ohio Bureau of Motor Vehicles' School Superintendent Notification Form to the Juvenile Clerk of Courts, Juvenile Traffic Division, 399 S. Front Street, Columbus, Ohio 43215.

II. REPORTING HABITUAL ABSENCES

A. The provisions of ORC 3321.13 (B)(2) apply within this School District.

B. If a student of compulsory school age is absent without legitimate excuse from school for more than sixty (60) consecutive hours in a single month or for at least ninety (90) hours in a school year, the Superintendent may notify in writing, the student and the student's parent, guardian or custodian that:

1. By reporting this information, the child's temporary instruction permit or driver's license will be suspended or his opportunity to obtain such permit or license will be denied.
2. The student and his parent, guardian, or custodian may challenge the report by appearing in person at a scheduled date, time, and place before the Superintendent (or his designee). This notification shall provide the date, time, and place of the appearance as well as the information received by the Superintendent.

The appearance shall be scheduled between 3 to 5 days after the notification is given. The Superintendent has the discretion to grant an extension of time at the request of the student or parent, guardian or custodian. Board of Education Procedure 9.06a Findlay City School District 2

C. If the student or his parent, guardian, or custodian does not appear as scheduled before the Superintendent, or if they appear as scheduled, but the Superintendent (or designee) determines that the report of habitual non-excusable absences was accurate, the

Superintendent shall notify the Registrar of Motor Vehicles and the Juvenile Clerk of Courts, Juvenile Traffic Division as provided in Section I, B, 1 and 2 of this policy within 14 days.

### III. REPORTING DRUG OR ALCOHOL-RELATED SUSPENSIONS OR EXPULSIONS

When a student is suspended or expelled pursuant to Board policy and the reason is related to drug or alcohol use or possession, the Superintendent may report the name of the student to the Registrar of Motor Vehicles and the Juvenile Clerk of Courts, Juvenile Traffic Division as provided in Section I, B, 1 and 2 of this policy. The notification shall be given within 14 days of the suspension or expulsion.

### IV. DEFINITION - LEGITIMATE EXCUSE

For the purposes of this policy, a legitimate excuse includes, but is not limited to, the fact that the student:

1. Has enrolled in another school or school district in Ohio or another state; or
2. Was excused from attendance pursuant to ORC 3321.04; or
3. Has received an age and schooling certificate pursuant to ORC 3331.01.

**STUDENT CONDUCT**  
**TRUANCY AND EXCESSIVE ABSENCES PROCEDURE**

By May 1st of each school year, the secondary principals and the elementary principals will meet as two (2) separate bodies with the student attendance case manager to update procedures pertaining to truancy.

For the ensuing school year, these procedures will be included in each school handbook and submitted to the Board by the first meeting in June.

Ohio Revised Code 3321

**District Attendance Procedure**

In accordance with Ohio law students are expected to be in school every day on time, unless with legitimate excuse. When a student is absent from school the parent/guardian should call the child's school to report the absence the day of the absence. When a student returns to school after an absence, he/she must present a written statement certifying the reason for the absence from a parent/guardian or professional person within two (2) days. Written documentation is a request to excuse the absence. In cases of extended absence (an extended absence is considered more than three (3) consecutive days absent), a parent/guardian is required to notify the school of the doctor's orders requiring the student to be absent. The doctor's documentation explaining the requirement for the absence must be provided to the school, in writing, within 3 days of the first day of the doctor's order for the absence.

Medically excused absences will be documented in a student's attendance record, but medically excused absences will not count toward a student's absence hours from school.

Examples of medically excused absences include:

- counseling appointments for the student
- hospitalization of the student
- dental/eye exam appointments for the student
- doctor visits due to illness of the student
- a building nurse approves a student to leave school due to illness or injury

Examples of excused absences include:

- Illness
- Funeral
- Pre-approved vacation
- Court appointments
- Religious observances

Examples of unexcused absences include:

- Transportation
- Refusal to attend school
- Babysitting
- Waking up late
- Absences not verified in writing

One school day is considered 6.5 hours for grades 6th -12th and 6 hours for grades Kindergarten- 5th.

**Unexcused Absence Procedure**

- Schools shall send notice to the child and parent/guardian in writing the legal consequences of being truant once child has **15 or more hours of unexcused absences**, and notify them of their responsibility to cause the child to attend school immediately (ORC Sec. 3321.19)
- Schools shall send notice to parent/guardian of child with **21 or more hours of unexcused absences** requiring the attendance of parent/guardian, and children grades 5-12, to attend parent education program (educational program's purpose is to encourage parental involvement in compelling the attendance of the child at school) (ORC Sec. 3321.19)
- Schools may notify parent or guardian of students with **25 or more hours of unexcused absences**, in writing, the legal consequences of being truant
- The child is considered a habitual truant when the child is absent without legitimate excuse for **30 or more consecutive hours, 42 or more hours in a school month, 72 or more hours in a school year**. When a student is considered to be a habitual truant the school district shall implement an absence intervention plan (ORC Sec. 3321.19 and Sec. 3321.191).

A- Absence Intervention Steps:

- Within 7 days of the triggering event an absence intervention team must be selected
- o Absence intervention teams shall include:
  - A representative from the child's school or district
  - A representative from the child's school or district that knows the child
  - The child's parent/guardian
- o Absence intervention teams may include:
  - School psychologist/counselor
  - Social Worker
  - A representative from a public or private agency that may be helpful in reducing absences
- Within the same 7 days of the triggering event the school must make 3 good faith attempts to secure participation of the parent/guardian
- If 7 days elapse and the parent/guardian fails to respond schools should make a report to Children Protective Services and create the absence intervention plan
- Within 10 days of the child being considered a habitual truant the student shall be assigned to an absence intervention team
- Within 14 days after the student is assigned to an absence intervention team the team shall develop an absence intervention plan
- Within 7 days after the development of the plan the school shall provide the parent/guardian written notice of the plan
- If a student becomes a habitual truant 21 days prior to the end of the school year the school district may toll the time to accommodate for the summer months and reconvene the absence intervention process upon the first day of instruction of the next school year

B- Absence Intervention plans:

- a. Should be different due to considering each individual student/family's needs
- b. Can include contacting juvenile court to ask to have a student informally

enrolled in any alternative to adjudication Board of Education Procedure 9.06a  
Findlay City School District 5

- Filing complaints of truancy and contributing (ORC Sec. 3321.191 and Sec. 2151.27)
  - 1- Any person having knowledge of a child being a habitual truant may file a sworn complaint with respect to that child and parent/guardian. The sworn complaint shall contain all of the following information:
    - a. The child is an unruly child for being a habitual truant and the particular facts upon which the allegation is based.
    - b. The parent/guardian has failed to cause the child's attendance at school and the facts upon which the allegation is based.
  - 2- The attendance officer shall file a complaint against the student on the 61st day after the implementation of the absence intervention plan if all of the following apply:
    - a. The student is absent without legitimate excuse for 30 or more consecutive hours, 42 or more hours in one school month, or 72 hours or more in a school year.
    - b. The school has made meaningful attempts to re-engage the student through the absence intervention plan.
    - c. The student has refused to participate or failed to make satisfactory progress on the plan as determined by the absence intervention team.
  - 3- If the student, at any time during the implementation phase of the absence intervention plan is absent without legitimate excuse for 30 or more consecutive hours, 42 or more hours in one school month, the attendance officer shall file a complaint against the student, unless the absence intervention team has determined that the student has made substantial progress on the absence intervention plan.
  - 4- If the 61st day after the implementation of the absence intervention plan falls on a day during the summer months, in the schools discretion, the absence intervention team or attendance officer may extend the implementation of the plan and delay filing the complaint for an additional 30 days from the first day of instruction of the next school year.

**Excessive Unexcused or Excused Absence Procedure**

- If a student accumulates **38 hours or more in one school month or 65 hours or more in a school year** of excused or unexcused absences the attendance officer shall notify the guardian in writing within 7 business days after the date after the absence that triggered the notice requirement (ORC Sec. 3321.191). Once this criteria is met a student may be placed on **Attendance Watch** (excluding college visits, OSS, etc.).

The Attendance Watch program will closely monitor the student's attendance in an effort to minimize absences and provide assistance to the student and/or family. The student will be required to turn in a documented written excuse from medical, counseling, or other official personnel (other than parent written notes) that specifies the student's name, reason for the absence, and the date and times to be excused to the school within 2 days of the absence. Students who are ill may also be excused from school by the school nurse.

Student's may be placed on Attendance Watch at the beginning of a school year based upon last year's attendance records or during the current school year when the student has 38 hours or more in one school month or 65 hours or more in a school year of excused or unexcused absences. The Principal/Assistant Principal, Attendance Case Manager, counselor may meet with the student and

develop a plan to improve school attendance. The attendance of students moving into the district will be reviewed using the same criteria for Attendance Watch.

**K- 8 Tardy and Absence Letter**

Dear Parents/Guardian:

We are contacting you to inform you of the number of absences and tardies your child has accumulated so far this year. It is our hope that by keeping communication open we can work together to be sure your student is receiving the best education possible.

Children should attend school every day on time unless there is a valid excuse. However, when an absence or tardy cannot be avoided, it is necessary that you call the school the day your child is out and send written documentation within two days of your child's return to school. The absence or tardy note must include your child's name, the date of the absence or tardy, and the reason for the absence. If you have questions or concerns, please call the school office.

Your child has had the following absences from school:

\_\_\_\_\_ # Tardies \_\_\_\_\_ # Unexcused Hours \_\_\_\_\_ # Excused Hours \_\_\_\_\_ Other (explained below)

---

If absences accumulate to 38 hours or more in one month or 65 hours or more in a school year or excused/unexcused absences your student may be placed on Attendance Watch. If this occurs professional documentation is required in order to request that the absence be excused. For example, complete an Application for Student Leave (pre-approved family vacation), a doctor's excuse or visit to the school nurse (or administrator) for verification of illness would be accepted as an excused absence.

You can find more information about FCS attendance policies in the student handbook or by contacting the Attendance Case Manager, Sara Sublett, at 419-427-5401 or by email, [ssublett@fcs.org](mailto:ssublett@fcs.org).

Respectfully,

Principal

**15 or more hours of UNEXCUSED Absences Letter**

Dear Parent/Guardian,

Your student has accumulated at least 15 hours of unexcused absences so far this school year. As a result we are notifying you of the school attendance requirements of Ohio law and the possible consequences of truancy if charges were to be filed. Please see the enclosed brochure for more information.

Ohio Revised Code 3321.38 holds parents responsible for the school attendance of their child, and permits the prosecution of parents whose children are truant. If any person that violates this requirement and the child is deemed to be a habitual truant charges of truancy and/or contributing may be pursued in juvenile court. It is imperative that your student attend school every day.

Excellent attendance is vital to your student's educational success. **Written documentation must be turned in within two days of returning to school, per Board policy 9.06a, for absences to be considered to be excused.**

Please call (building phone #) or 419-427-5401 with questions or concerns.

Sincerely,

Sara Sublett  
Attendance Case Manager  
Findlay City Schools  
Office: 419-427-5401

**21 or more hours of UNEXCUSED Absences Letter**

Dear Parent/Guardian,

Your student has accumulated 21 or hours of unexcused absences so far this school year. As a result, I am inviting you to attend a parent educational program to discuss the Findlay City Schools policy on student attendance, Ohio law that regulates students' school attendance, and the consequences associated with school absences.

In an effort to implement an early intervention strategy Findlay City Schools and the Hancock County Juvenile Court are working together to prevent unexcused absences from accumulating and chronic absenteeism. This program will include parent(s), students if grade 5 through 12, school and court representatives. Attendance policies and possible future consequences will be presented.

The program has been scheduled for **10:00 a.m. on Tuesday, (Date), in the Findlay High School auditorium**. If there is a 2 hour delay, the program will be held at 12:00 p.m. If there is a three hour delay or school is closed, the program will be held the following Tuesday at 10:00 a.m. This program cannot be rescheduled. It is important for you to understand that if unexcused absences continue, you will be asked to participate in an absence intervention plan prior to truancy and/or contributing charges being requested.

Excellent attendance is vital to your student's educational success. Ohio Revised Code 3321.38 holds parents responsible for the school attendance of their child, and permits the prosecution of parents whose children are truant. **Notes excusing absences must be turned in within two days of returning to school, per Board policy 9.06a.**

Please call (building phone #) or 419-427-5401 with questions or concerns.

Thank you!

Sincerely,

Sara Sublett  
Attendance Case Manager  
Findlay City Schools  
Office: 419-427-5401



**25 or more hours of UNEXCUSED Absences Letter**

Dear Parent/Guardian,

Your child has accumulated 25 or more hours of unexcused absences. Ohio Revised Code 3321.38 holds parents responsible for the school attendance of their minor children and permits prosecution of parents whose minor children are truant. It is your responsibility to notify the school and provide documentation when your child is absent.

If any person that violates this requirement and the child is deemed to be a habitual truant charges of truancy and/or contributing may be pursued in juvenile court. The legal consequences of truancy could include fines, court costs, community control sanctions for juveniles, and up to and including a jail sentence for both the juvenile and adult.

Good attendance plays a significant part in a student's success in school. Frequent tardiness and/or absences are a hindrance to your child's education. Working together, we can be sure your child attends school regularly.

Please be sure to contact the school if you have attendance questions or concerns. By communicating with the school, you are demonstrating the importance of education to your child. **Notes excusing absences must be turned in within two days of returning to school, per Board policy 9.06a.**

Thank you for your continued support of good school attendance.

Please call (building phone #) or 419-427-5401 with questions or concerns.

Sincerely,

Sara Sublett  
Attendance Case Manager  
Findlay City Schools  
Office: 419-427-5401

**38 hours or more in one month/65 hours or more in a school year of EXCUSED/UNEXCUSED Absence Letter**

Dear Parent/Guardian,

Your student has accumulated 38 hours or more in one school month or 65 hours or more in a school year of excused and/or unexcused absences. In accordance with ORC 3321.191 we are notifying you of the number of absences your student has accumulated so far this school year in an effort to reduce chronic absenteeism and/or truancy.

In consideration of your child's educational welfare and in view of recent legislation, it is imperative that your child attend school every day. Please be sure to make every effort to see that your child attends school daily.

Please call the Attendance Case Manager at 419-427-5401 with questions or concerns, or call your child's principal if you wish to set up a meeting.

Sincerely,

Sara Sublett  
Attendance Case Manager  
Findlay City Schools

**Habitual Truant Letter**

Dear Parent/Guardian,

Your student has accumulated 30 or more consecutive hours, 42 or more hours in a school month, or 72 or more hours in a school year of unexcused absences and is considered a habitual truant by law. In an effort to prevent truancy and/or contributing charges from being filed against your student and/or yourself we are asking for your participation in an absence intervention plan.

The purpose of the absence intervention plan is to consider your student's individual needs and to improve attendance. Members of the absence intervention team would like to meet with you and your student (if in 5th to 12th grade) in an effort to create an absence intervention plan.

We would like to meet with you on \_\_\_\_\_ **date** \_\_\_\_\_ at \_\_\_\_\_ **time** \_\_\_\_\_ at **Location** to create the absence intervention plan.

If you fail to respond by \_\_\_\_\_ **date** \_\_\_\_\_ Findlay City Schools is legally required to notify Children Protective Services of our concerns regarding the truancy of your child, create the absence intervention plan that will be mailed to you, and request truancy and/or contributing charges against your student and/or yourself.

Ohio Revised Code 3321.38 holds parent/guardians responsible for the school attendance of their minor children. Failure to comply with Ohio Law may result in a pre-court conference or the filing of formal truancy charges or contributing charges against the parent/guardian or child. If found to be in violation of the law, parents could be sentenced to pay up to \$1000 in fines, court costs and up to six months in jail. If the student is found to be in violation of the law, he/she could receive a disposition of probation, time in juvenile detention, and/or periodic case review hearings.

Please make every effort to see that your child attends school each day.

If you have any questions please contact Sara Sublett, Findlay City Schools Attendance Case Manager at 419-427-5401 or [ssublett@fcs.org](mailto:ssublett@fcs.org).

Thank you,

Sara Sublett  
Findlay City Schools  
Attendance Case Manager

**Attendance Watch Letter**

Dear Parent/Guardian,

Your student has accumulated 38 hours or more in one school month or 65 hours or more in a school year of excused and/or unexcused absences, which is in violation of School Board Policy 9.06a regarding chronic absences, and is now placed on **Attendance Watch**.

In an effort to implement an intervention strategy to reduce your child's chronic absences, we are now requiring that further absences be excused only with professional documentation, such as doctor's or counselor's note or excuse form from the school nurse, or special circumstances approved by your child's principal. Professional documentation must state the reason for the absence and the dates for the absence. **These excuses must be turned in to the attendance secretary within two days of returning to school per board policy 9.06a.** All other absences will be considered unexcused, which can result in a court referral for you and your child.

In consideration of your child's educational welfare and in view of recent legislation, it is imperative that your child attend school every day. Please be sure to make every effort to see that your child attends school daily.

This Attendance Watch may be discontinued at the completion of the semester at the review of your child's principal if attendance has improved.

Please call the Attendance Case Manager at 419-427-5401 with questions or concerns, or call your child's principal if you wish to set up a meeting.

Sincerely,

Sara Sublett  
Attendance Case Manager

**Removal from Attendance Watch Letter**

Dear Parent/Guardian,

Your student was placed on Attendance Watch and upon careful review of your child's absences, a decision has been made to remove your child from Attendance Watch at this time. I would like to thank you and your child for working with us to improve their attendance. In consideration of your child's educational welfare and in view of recent legislation, it is imperative that your child attend school every day. Please be sure to make every effort to see that your child attends school daily.

**If your child is going to be absent, please call the school the day of the absence and be sure any and all absences from school are followed up by written documentation within two days of their return to school.** Please remember that all requests to excuse an absence must include your child's name, the date of the absence and the reason for the absence.

If your child's future attendance is in question we will make every effort to contact you to discuss the potential for placement back on Attendance Watch. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Sara Sublett  
Attendance Case Manager  
Findlay City Schools

Adopted 1/10/96  
Adopted 2/8/99  
Reviewed 12/20/04  
Reviewed 6/18/12  
Revised 1/25/16  
Revised 8/8/16  
Revised 2/17/17  
Revised 7/17/17  
Revised 12/6/2019  
Revised 7/20/2020