

### Questions Asked by Parents

***What can I do when my child is too sick to go to school but I cannot get a doctor's appointment?***

A total of Five (5) parent notes can be used per school year to have an absence excused. One note is good for one day of absence. The note needs to state the child's name, the reason for absence, the date of absence, and be signed by the parent or guardian. The note must be turned in to the school within three (3) days for the absence to be excused.

***When my child wakes up complaining of feeling ill but gets to feeling better, should I keep the child at home or take him on to school?***

If the child does not have a fever, rash, diarrhea, or vomiting, bring the child to school. Alert the school nurse or teacher that the child was feeling ill earlier in the day.

***If my child is suspended from the bus and I have no way of getting him to school, is this an excused absence?***

No. Bus transportation is a privilege. Students must learn to behave on the bus and follow bus rules. The parent is responsible for getting the child to school.

***My child was sent home with nits or lice. Is this excused?*** If a child is sent home by school personnel, the child is excused that day only. The child should be treated for lice and be lice free and may return to school as soon as possible.

***My child may have surgery and be required to miss several weeks of school. What should I do?***

If you can schedule your child's surgery during summer vacation or a school break, do so. If not, discuss the situation with the school principal and the child's teacher. You may pick up a Homebound Program Referral Packet at your child's school. This packet must be completed &

returned to Mr. Jeffery Martin at Warren Co. School's Board of Education. The information will be reviewed to determine eligibility for homebound services. When your child returns to school, have letters from the doctor to share with school personnel if the student is to have any modifications to a regular schedule. Also, alert the school nurse to the student's condition.

***What happens if my child has five unexcused absences?***

Student absences are checked on a daily basis by the attendance office. When students have accumulated five unexcused absences, a five-day letter will be sent. This letter requires the parent to contact the attendance office to explain or verify the absences. Further unexcused absences will result in you and your child receiving a summons to appear before the Warren County Truancy Board and/or the Juvenile Court of Warren County.

***What happens if a child is referred to Juvenile Court for truancy?***

Parents and the school need to work together so that court involvement is the last resort. Consequences for truancy include the assignment of up to six hours of public service work for each day missed, fines up to \$50 for each day of unexcused absence, the assignment of a DCS counselor, and payment of court costs. Parents have been required to take parenting classes, obtain counseling, and in rare cases, parents have been sent to jail.

### Parent's Responsibility

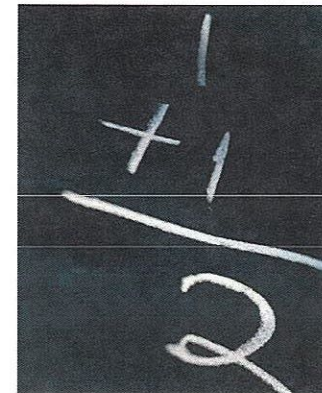
You have the legal responsibility for making sure your school-age child is registered and attends school regularly until the child is 18 years old.

### Parent Portal -

<http://warrenschoools.com>

Link to Skyward Family Access

## What Every Parent Should Know



## 2023-2024 Warren County Schools

Education gives your child the opportunity to:



- gain knowledge and skills for future success
- discover new interests
- develop positive relationships
- learn how to manage time
- learn how to set goals - and reach them
- prepare for college, work, or the military

### School Hours

School hours are from 7:45 a.m.-2:45 p.m. Students arriving prior to this time are to report to the bus room area. The bus room opens at 7:00 a.m. and is under adult supervision. Students who arrive before 7:00 a.m. should arrange to enroll in the extended day care program if offered at that school. The school day is over at 2:45 p.m. Students who walk home or ride with parents may leave at this time. Any student leaving school before 2:45 p.m. must be signed out in the office.

### Tardies

School begins at 7:45 a.m. Students arriving at school after 7:45 a.m. are tardy. Tardies are excused only with a doctor note, court appearance note, or an appointment with a counselor. Instructional time is missed when students are late. Students will receive a "zero" for any missed work because of an unexcused tardy.

### Leaving School Early

Any student leaving before 2:45 p.m. must check out in the office. Other than parents, no one is allowed to sign a child out of school unless his/her name is listed on the yellow card. Identification will be required. Whenever possible, please make doctor and dentist appointments after school hours. Instructional time is missed when students

check out early. Students may receive a "zero" for any missed work because of an unexcused sign out.

### Attendance

Every student is expected to be in attendance each day unless excused due to:

- the student or a member of his/her family being ill
- a death in the family
- the observance of a religious holiday
- approved school-related activity
- circumstances, which in the judgment of the principal, create emergencies over which the student has no control

A student may be excused for the above reasons from attendance, but not from the work required during the absence. It is the student's responsibility to complete all make-up work. Absence for any other reason than those listed above will be unexcused. Students may receive a "zero" for work missed due to an unexcused absence.

When a student is absent, a note is required.

This note is to be given to the student's teacher or attendance clerk at their school within three (3) days of the absence. The note should include the reason(s) for and the date(s) of the absence. The school may accept a written note from a parent or guardian verifying a student's illness for up to a total of five accumulated days during the school year. However, if a student is absent due to personal illness for more than a total of five accumulated days, a doctor's note specifying the dates of the illness must be submitted in order for any absences to be excused.

### Prior-Arranged Absences

A student's absence due to circumstances, which, in the judgment of the principal, constitute good and sufficient cause of absence from school, may be excused with proper documentation. The administrative decision will be based on attendance record. All work missed during an excused absence must be made up.

No prior arranged absences will be accepted for the last ten days of school, and no tests will be administered early. All students are required to attend the same number of days for school each year, and students should not plan to leave school before the end of the school year. Students who miss the last few days of school due to unexcused absences run the risk of failing or being truant.

### Perfect Attendance

To be eligible for perfect attendance, a student must be in attendance for a length of time equal to the state's minimum hourly requirement for a school day. Students that have a perfect attendance record for thirteen years will be awarded a plaque from the Director of Schools and the Board of School Commissioners.

### (TCA 49-6-3001)

**Tennessee Compulsory Attendance Law (TCA 49-6-3001), states all children between the ages of 6 and 18 must attend school and be on time to school and classes. The Attendance Department investigates violations through referrals from schools, law enforcement agencies, court officials and citizens due to allegation relating to any school attendance.**