

Book

Policy Manual

Section

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Documentation relating to absences shall be provided to the school not later than three (3) instructional days after the first day the student returns to school—

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es that result from —failure of the bus to run —students not in
ance due to disciplinary measures—

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Full-day attendance: Being present at least — of the school day.

Half-day attendance: Being present at least

A student who:

- A. was enrolled in school at some time during the previous school year and was not enrolled on October 1 of the current school year; or
- B. _____
- C. has not graduated from high school, obtained a _____ diploma, or completed a State- or _____-approved education program; and
- D. does not meet any of the following exclusionary conditions:
 - 1. transfer to another in or out-of-state public school system, private school, registered home school, or State or District-approved education program;
 - 2. temporary school-recognized absence due to suspension or illness, or
 - 3. death.

Dropout Date

The school day following the student's last day of attendance.

Enrollment

A student is officially enrolled when one (1) of the following conditions occur:

- A. was enrolled the previous year
- B. appears at school to enroll with or without a parent/guardian, or
- C. appears at school to enroll with or without parent/guardian/custodian, and without records

Excused Student Absences

- _____
- C. Personal illness or injury of the student- _____

- D. Personal illness or injury of the student's parent, guardian, custodian, or family member. The excuse must provide a reasonable explanation for the student's absence caused by the illness or injury in the family. _____

- E. _____

F. Documented chronic medical conditions or disability that may require multiple or regular absences. These conditions must be documented annually with a valid physician's note that explains the condition and anticipated impact on attendance. The necessity for the absences must be approved and reviewed quarterly by the SAT, IEP, or 504 team.

G.

H. Documented disabilities consisting of any mental or physical impairments that substantially limit one or more major life activities and are documented annually with a valid physician's note that explains the disability and the anticipated impact on attendance. The necessity A AT M M M M

Parents are to be encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day. Since this is not always possible, when a student is to be absent for part of the day the student shall bring a signed statement from the doctor, dentist, lawyers, counselor, etc. to the effect that s/he reported promptly for the appointment.

Attendance need not always be within Board-owned school facilities, but a student is considered to be in attendance if present at any place where school is in session by the Board.

[REDACTED]

- C. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- D. migratory children who qualify as homeless because the children or youth are living in circumstances as described in the above descriptions.

Meaningful Contact

"Meaningful Contact" means two-way communication by the school administrator or other school designee and the student's parent, guardian, or custodian to discuss the student's attendance record in an effort to prevent subsequent truancy or other legal proceedings relating to compulsory school attendance and to minimize additional absences. Methods of meaningful contact include, but are not limited to, phone calls, video conferencing, home visits, and the use of digital platforms.

[Redacted content]

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[REDACTED]

[REDACTED]

Each parent, guardian, or custodian will be responsible for fully cooperating in and completing the enrollment process by providing: immunization documentation (WV Code 16-3-4), copy of a certified birth certificate or affidavit (WV Code 18-2-5(c)), signed suspension and expulsion document (WV Code 18-5-15), and any other documents required by Federal, State, and/or local policies or code.

C. Board

The Board shall employ a certified Director of Attendance as required by [REDACTED].

The Board shall support and require the Attendance Director to implement and execute the duties as defined in [REDACTED] including the requirement to serve as the liaison for homeless children and youth.

The Board shall support and require the principal of each school to implement and execute the duties as defined in [REDACTED].

D. Attendance Director

[REDACTED]

O.

[REDACTED]

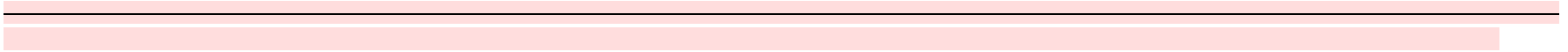
In the case of three (3) total Unexcused Absences of a student during a school year, the Attendance Director, assistant, or principal shall make meaningful contact with parent, guardian, or custodian of the student to ascertain the reasons for the Unexcused Absences and what measures the school may employ to assist the student in attending and not incurring any additional Unexcused Absences. If the student has five (5) unexcused absences, the Attendance Director, assistant or principal shall again make meaningful contact with parent, guardian, or custodian of the student to ascertain the reasons for the unexcused absences and what measures the school may employ to assist the student in attending and not incurring any additional Unexcused Absences.

[REDACTED]

In the case of ten (10) total Unexcused Absences during the school year, the Attendance Director or assistant director may file a complaint against the parent, guardian, or custodian before a magistrate of the county. Jurisdiction to enforce compulsory school attendance laws lies in the county in which a student resides and in the county where the school at which the student is enrolled is located. When the county of residence and enrollment are different, an action to enforce compulsory school attendance may be brought in either county, and the magistrates and circuit courts of either county hav

subsequent attempts shall continue until the summons or warrant is executed or until the end of the school term during which the complaint is made, whichever is later.

When calculating Unexcused Absences for the purpose of making complaints against a parent, guardian, or custodian before a magistrate, Unexcused Absences resulting from suspensions or expulsions from school shall not be considered.



[REDACTED]

[REDACTED]

[REDACTED]

The Attendance Director shall file with the Superintendent and Board, at the close of each month, a report showing activities of the attendance office and the status of attendance in the [REDACTED] at the time due to provisions in WV Code 18-8-4.

The Attendance Director shall review the terms of this policy on an annual basis for the purpose of determining effectiveness and shall make recommendations to the Board regarding proposed amendments to this policy when deemed appropriate. [REDACTED] central office staff shall provide opportunities for input from teachers, principals, attendance directors, parents/guardians/custodians, and community leaders when developing or revising the attendance policy.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Nothing in this policy is intended to limit the ability of a person having knowledge of a student's habitual absence from school from filing a petition with the circuit court pursuant to WV Code 49-4-704.

Principles of Operation

- A. The principal or principal's designee are designated as school attendance coordinators and shall collect or cause to be collected classroom attendance data and make appropriate referrals to the Attendance Director.
- B. Persons charged with reporting student attendance information shall provide information that reflects allowable deductions as defined by the West Virginia Department of Education.
- C. Reasonable preventive measures and consequences for student tardiness: Tardiness is considered to be disruptive behavior by a student and is a violation of the Student Code of Conduct and shall be dealt with accordingly. The preventive measures, outlined in a separate section of this policy, shall be observed to reduce tardiness.
- D. Students may not be suspended solely for failure to attend class. Other measures of discipline may include but are not limited to detention, extra class time or alternative class settings.

E. All school dropouts shall be reported to the West Virginia Department of Education.

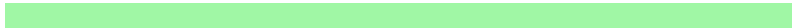
F. All students in grades 9-12, in order to obtain the full benefit from the educational programs offered, shall be scheduled in the defined high school curriculum, college courses, career/technical programs, credit recovery, Option Pathway, experiential learning or virtual school courses for the full instructional day for four (4) years except for the following compelling circumstances, which procedures have been approved by the West Virginia Board of Education:

1. Enrollment in college or technical programs

2. Military enlistment

3. Verified and documented financial need

G. No more than a parental excuse may be required for absences resulting from a documented chronic medical condition or a documented disability as defined in this policy.



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