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1 Rationale and Philosophy -

1.1 The Barbour County Board of Education recognizes that a direct relationship exists between daily school attendance and student academic performance, graduation and good work habits. The board believes that regular attendance establishes the opportunity to meet the individual needs of students in order to help them reach their potential. Since programs of study are planned and content standards of instruction are taught daily so that each day's work builds on work previously completed, all students are expected to attend school regularly and be on time for classes. A direct relationship exists between good attendance and student academic performance, graduation and good work habits in the marketplace. The board encourages schools to implement and maintain a climate conducive to learning, encourages student responsibility and self-discipline, and promotes the development of good work habits. The board believes that parental support and cooperation is necessary to achieve regular attendance.

1.2 It is the intent of the Barbour County Board of Education to increase attendance by encouraging schools to:

1.2.1 Create a positive school climate conducive to learning.

1.2.2 Help students develop responsibility, self-discipline and good work habits.

1.2.3 Develop a system enlisting parental support for regular school attendance.

2 Principles of Operation -

2.1 Dropouts shall be reported on the WVEIS computer system.

2.2 All children who are enrolled in school will be expected to attend each day that school is in session.

2.3 A Handicapped student's absences should be addressed in accordance with policy 2419, Regulations for the Education of Exceptional Students.

2.4 Students who are enrolled in a private school or who are receiving home instruction in accordance with provisions of the West Virginia Code and policies of the West Virginia Board of Education are, by the nature of their instruction, exempt from attendance at public school.

2.5 Compulsory school enrollment shall begin with kindergarten during the school year in which the fifth birthday is reached prior to July 1. and continues to the seventeenth birthday or for as long as the student continues to be enrolled in a school system after the seventeenth birthday. Preschool enrollment may begin when a child is 4 years old prior to July 1. A child may be removed from a pre-kindergarten program when the principal and guardian concurs that continued attendance in such pre-kindergarten program is not in the best interest of the child. In the event that the principal, teacher and parent do not concur

regarding the feasibility of the child's continued attendance in the pre-kindergarten program, the principal, following consultation with the county superintendent shall make the final determination with regard to continued attendance.

2.6 As long as a person eighteen years of age or older continues to be enrolled in a school system, attendance laws, rules and regulations shall be enforced against that person directly rather than the parent, guardian or custodian of such person. When doubt exists concerning the age of a child who is absent from school, the attendance director shall have authority to require a properly attested birth certificate or affidavit certifying the child's age from the parent, guardian or custodian of the child.

2.7 The Barbour County Board of Education affirms the following exceptions to the unexcused absences: Students who are eleventh or twelfth graders may be excused from school to visit postsecondary institutions provided that, upon their return, they present to the high school principal a letter from the institution visited, signed by an appropriate official of that institution, affirming the student's visit and the date thereof.

2.8 Students leaving school after their initial arrival be signed out in the office by their parents. Every effort will be made to inform students and their parents that students should not be taken from school for any reason other than an emergency situation.

2.9 According to West Virginia Board of Education Policy 2510, all students shall be scheduled for the full instructional day for all four years of high school. Barbour County Schools.

2.10 Persons charged with reporting students' attendance information shall provide information that reflects allowable deductions as defined by the West Virginia Board of Education.

2.11 Students may not be suspended solely for failure to attend class.

2.12 If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the non-custodial parent. In the absence of such notice, the school will presume that the student may be released into the care of either parent.

3 Definitions.

3.1 Absence - Not being physically present in the school facility for any reason.

3.2 Allowable Deductions for Schools – Absence types used by the WVDE to compute attendance rates.

3.3 Attendance - For statistical purposes, attendance will be reported and aggregated to the nearest half day according to the definitions in §126-81-4.3.a and §126-81-4.3.b.

3.3.1 Full-day attendance means being present at least .74 of the school day.

3.3.2 Half-day attendance means being present at least .50 of the school day.

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3.4 Attendance Rate - The number of days present divided by the number of days of membership, multiplied by one hundred, equals attendance rate for students on the attendance registers in grades K-12.

3.5 Awaiting Foster Care Placement - Any child or youth who: 1) is in the custody of the West Virginia Department of Health and Human Resources, 2) has been placed in out-of-home care, and 3) is not in a permanent placement. This includes, but is not limited to, children and youth in family foster care, kinship care, emergency shelter care, or in a residential group home.

3.6 Dropout - A dropout is an individual who:

3.6.1 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

3.6.2 was not enrolled on October 1 of the previous school year although expected to be in membership (i.e., was not reported as a dropout the year before); and

3.6.3 has not graduated from high school, obtained a Test Assessing Secondary Completion (hereinafter, TASC) diploma, or completed a state- or district-approved education program; and

3.6.4. does not meet any of the following exclusionary conditions:

3.6.4.1 transfer to another public school district, private school, home school, or state- or district-approved education program;

3.6.4.2 temporary school-recognized absence due to suspension or illness; or

3.6.4.3 death.

3.7 Dropout Date - The school day after the student's last day of attendance.

3.8 Enrollment - A student is officially enrolled when one of the following conditions occur:

3.8.1 student was enrolled the previous year;

3.8.2 student appears at school to enroll with or without a parent/guardian; or

3.8.3 student and/or parent/guardian appears at school to enroll with or without records.

3.9 Enrollment Count - A status count that reports the number of students on the attendance register as required by the West Virginia Department of Education (hereinafter WVDE).

3.10 Excused Student Absences – Excused Student Absences include:

3.10.1 Absences that result from school-approved curricular/co-curricular activities; failure of the bus to run/hazardous conditions, SAT Plan, IEP or 504 Plan and other county board approved excused absences.

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3.10.2 Personal illness or injury of the student. Verification by parent notes limited to 5 days per semester.

3.10.3 Personal illness or injury of the student's parent, guardian, custodian, or family member, provided, that the excuse must provide a reasonable explanation for why the student's absence was necessary and caused by the illness or injury in the family.

3.10.4 Medical or dental appointment with written excuse from physician or dentist.

3.10.5 "Documented chronic medical condition" means any physical or mental condition that may require multiple or regular absences. This condition must be documented annually with a valid physician's note that explains the condition and anticipated impact on attendance. For phobias and psychiatric issues, the documentation must be provided by a psychiatrist and include the current treatment plan. The necessity for the absences must be approved and reviewed quarterly by the SAT, IEP or 504 team (See §126-81-5.3).

3.10.6 Participation in homebound or hospital instruction due to an illness or injury or other extraordinary circumstances that warrants home or hospital confinement.

3.10.7 "Documented disability" means any mental or physical impairment that substantially limits one or more major life activities and is documented annually with a valid physician's note that explains the disability and anticipated impact on attendance. For phobias and psychiatric issues, the documentation must be provided by a psychiatrist and include the current treatment plan. The necessity for the absences must be approved and reviewed quarterly by the SAT, IEP, or 504 team (See §126-81-5.3.c.4).

3.10.8 Calamity, such as fire or flood.

3.10.9 Death in the family.

3.10.10 Judicial obligation or court appearance involving the student.

3.10.11 Military requirements for students enlisted or enlisting in the military.

3.10.12 Educational Leave adhering to these stipulations: 1) prior submission using Barbour County 'Request for Educational Leave' (available on the Barbour County Schools web-site) and approval, by the school principal, of an educational plan detailing objectives and activities to be gained during the identified leave; 2) leave for up to 5 days for the year may be approved by the principal; 3) verification of implementation of the educational plan upon student's return, the day that the student returns or the following school day, must be provided to the school principal in order for the absence from school to be finalized as excused, and 4) leave in excess of five days for the year requires county board approval. All requests of this nature must be approved by the building principal and be delivered to the central office two (2) weeks prior to the date of the leave to be presented to the board for consideration to be approved. 5) For all educational leave requests, students shall have no more than three

unexcused absences in the current school year and shall be passing all coursework at the time of the request. These requirements shall be maintained until the approved leave begins or the approval shall be revoked. 6) All educational leave requires *prior* approval in order to be recorded as excused absences.

3.10.13 Such other situations as may be further determined by the county board: *Provided,* That absences of students with disabilities shall be in accordance with the Individuals with Disabilities Education Improvement Act of 2004 and the federal and state regulations adopted in compliance therewith.

3.11 Unexcused absence shall be any absence not specifically included in the definition of "excused absence".

3.11.1 All documents 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.

3.11.2 Parents notes exceeding 5 days per semester will be recorded as unexcused days; “parent notes in excess of policy.”

3.12 Homeless Children and Youths - as defined in the McKinney-Vento Act means individuals who lack a fixed, regular, and adequate nighttime residence and includes:

3.12.1 children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals;

3.12.2 children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

3.12.3 children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

3.12.4 migratory children who qualify as homeless because the children or youth are living in circumstances as described in the above descriptions.

3.13 Membership Days - The days present plus the days absent.

3.14 School of Origin - As defined in the McKinney-Vento Act is the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

3.15 Transfer - A process by which a student ends enrollment or attendance in one location and begins enrollment or attendance in a second location (e.g., within a county, between counties, or out-of-state). This can be evidenced through a transcript request or other documentation that the student is continuing elementary or secondary education.

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4 Responsibility/Implementation -

4.1 The Barbour County Board of Education has the responsibility to encourage student attendance, motivate daily attendance, and specify components by the respective schools to implement this attendance policy. The Barbour County Board of Education shall employ a certified county director of school attendance as required by West Virginia Code §18-8-3. The director of attendance has the responsibility to implement WV Code § 18-8-4, State Board Attendance Policies and County Attendance Policies through the following actions.

4.1.1 Implement the county attendance policy in accordance with procedures specified under West Virginia Code §18-8-1, §18-8-9 and WV Board of Education Policy 4110.

4.l.1.1 The county attendance director and his/her assistants shall diligently promote regular school attendance. They shall ascertain reasons for unexcused absences from school of students of compulsory school age and students who remain enrolled beyond the compulsory school age and take such steps as are, in their discretion, best calculated to encourage the attendance of students and to impart upon the parents and guardians the importance of attendance and the seriousness of failing to attend school regularly.

4.1.1.2 In the case of three (3) total unexcused absences of a student during a school year, the attendance director or assistant may serve written notice to the parent, guardian, or custodian of the student that the attendance of the student at school is required and that if the student has five (5) unexcused absences, a conference with the principal or other designated representative will be required.

4.1.1.3 In the case five (5) total unexcused absences, the attendance director or assistant shall serve written notice to the parent, guardian, or custodian of the student that within five (5) days of receipt of the notice the parent, guardian, or custodian, accompanied by the student, shall report in person to the school the student attends for a conference with the principal, administrative head, or other chief administrator of the school in order to discuss and correct the circumstances causing the unexcused absences of the student, including the adjustment of unexcused absences based on the meeting.

4.1.1.4 In the case of ten (10) total unexcused absences of a student during a school year, the attendance director or assistant may make complaint against the parent, guardian, or custodian before a magistrate of the county. If it appears from the complaint that there is a probable cause to believe that an offense has been committed and that the accused has

committed it, a summons or a warrant for the arrest of the accused shall issue to any officer authorized by law to serve the summons or to arrest persons charged with offenses against the state. More than one parent, guardian, or custodian may be charged in a complaint. Initial service of the summons or warrant issued pursuant to the provisions of W. Va. Code §18-8-4 shall be attempted within ten (10) calendar days of the receipt of the summons or warrant and subsequent attempts at service 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.

4.1.1.5 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.

4.1.1.6 The magistrate court clerk, or the clerk of the circuit court performing the duties of the magistrate court as authorized in W. Va. Code §50-1-8, shall assign the case to a magistrate within ten (10) days of execution of the summons or warrant. The hearing shall be held within twenty (20) days of the assignment to the magistrate, subject to lawful continuance. The magistrate shall provide to the accused at least ten (10) days advance notice of the date, time, and place of the hearing.

4.1.1.7 When any doubt exists as to the age of a student absent from school, the attendance director has authority to require a properly attested birth certificate or an affidavit from the parent, guardian, or custodian of the student, stating age of the student. In the performance of his or her duties, the county attendance director has authority to take without warrant any student absent from school in violation of the provisions of this article and to place the student in the school in which he or she is or should be enrolled.

4.1.1.8 The attendance director, when hired for more than two-hundred days (200), may be assigned other duties determined by the superintendent during the period in excess of two-hundred (200) days. The county attendance director is responsible under direction of the county superintendent for efficiently administering school attendance in the county.

4.1.1.9 In addition to those duties directly relating to the administration of attendance, the county attendance director also shall perform the following duties: 1) Assist in directing the taking of the school census to see that it is taken at the time and in the manner provided by law; 2) Confer with principals and teachers on the

comparison of school census and enrollment for the detection of possible non-enrollees; 3) Cooperate with existing state and federal agencies charged with enforcing child labor laws; 4) Promote attendance in the county by compiling data for schools and by furnishing suggestions and recommendations for publication through school bulletins and the press, or in such manner as the county superintendent may direct; 5) Participate in school teachers' conferences with parents and students; 6) Assist in such other ways as the county superintendent may direct for improving school attendance; and 7) make home visits of students who have excessive unexcused absences as provided above, or if requested by the chief administrator, principal, or assistant principal.

4.1.2 The attendance director shall serve as the liaison for homeless children and youth as defined in W. Va. Code §18-8-4. As defined in McKinney-Vento Act, as the liaison for homeless children and youth, the attendance director is required to:

4.1.2.1 ensure that public notice of the educational rights of students in homeless situations is disseminated where children and youths receive services;

4.1.2.2 ensure that parents or guardians are informed of educational and related opportunities available to their children, and are provided with meaningful opportunities to participate in the education of their children;

4.1.2.3 ensure that parents or guardians are informed of, and assisted in accessing, all transportation services for their children, including to the school of origin;

4.1.2.4 help unaccompanied youth choose and enroll in a school, after considering the youth’s wishes, and provide the youth with notice of his or her right to appeal the school district’s decision;

4.1.2.5 immediately assist in obtaining immunizations or record of immunizations or other medical records for those students who do not have them, and assure that students are enrolled in school while the records are being obtained;

4.1.2.6 ensure that homeless children and youths are identified by school personnel and through coordination activities with other entities and agencies;

4.1.2.7 ensure that homeless children and youths enroll in, and have a full and equal opportunity to succeed in, schools of that local educational agency;

4.1.2.8 ensure that homeless families, children, and youths Receive educational services for which such families, children, and youths

are eligible, including Head Start and Even Start programs and preschool programs administered by the local educational agency, and referrals to health care services, dental services, mental health services, and other appropriate services; and

4.1.2.9 ensure that enrollment disputes are mediated as outlined in Paragraph (3)(E) of the McKinney-Vento Act.

4.1.3 Monitor absenteeism reporting through the WVEIS system for the purpose of maintaining an accurate account of daily attendance.

4.1.4 File with the superintendent and county board of education at the close of each month a report showing activities of the school attendance office and the status of attendance in the county at the time due to provisions in W.Va. Code §18-8-4.

4.1.5 Prepare attendance reports and such other reports as the county superintendent may request.

4.1.6 Serve as representative to the Investigative Multi-Disciplinary Team (MDT) chaired by the Prosecuting Attorney and consisting of representatives of local human service agencies, legal services, law enforcement and juvenile probation services.

4.1.7 Serve as liaison for the Barbour County School System and the Barbour County Juvenile Justice System.

4.1.8 Assist in directing the taking of the school census assuring that it is taken at the time and in the manner provided by law.

4.1.9 Confer with principals and teachers on the comparison of school census and enrollment for the detection of possible non-enrollees.

4.1.10 Promote attendance in the county by compiling data for schools and by furnishing suggestions and recommendations for publication through school bulletins and the press, or in such manner as the county superintendent may direct.

4.1.11 Participate in school teachers' conferences with parents and students.

4.2 Each principal is required to implement WV Code, State Board Attendance Policies, and County Attendance Policies through the following actions as defined in W. Va. Code §18-8-5:

4.2.1 Ensure the county attendance policy will be printed in the school handbook or distributed directly to students and parents.

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4.2.2 Appointment of designated school attendance coordinator, principal, or designee who will collect classroom attendance data, enter data into WVEIS, and make appropriate referrals to the county director of attendance.

4.2.3 Provide students and parents with a copy of appropriate attendance policies.

4.2.4 Appoint a school based Student Assistance Team, which shall include the principal or designee, teachers, and counselors as appropriate. The Student Assistance Team may serve in this function.

4.2.5 Maintain current and accurate attendance records and related documentation which include:

4.2.5.1 record of attendance for every student (WVEIS);

4.2.5.2 documentation of absent reasons;

4.2.5.3 procedures for communication with parents;

4.2.5.4 timely referrals to the director of attendance.

4.2.6 Report school dropouts to the WV Department of Education (WVEIS).

4.2.7 Comply with provisions of WV Code §18-8-1 regarding the reporting of school enrollment and attendance as a condition of licensing for the privilege of operation of a motor vehicle.

4.2.8 Comply with WVDE Attendance Policy 4110, which requires a student seeking reinstatement of their driver's permit or license to make and maintain satisfactory attendance during the complete semester following the revocation of his/her license.

4.2.9 Develop preventive and educational procedures and incentives to promote attendance. These procedures may include but are not limited to: individual counseling; state attendance certificates; individual and group developmental guidance counseling sessions; dropout prevention programs; student recognition at award ceremonies; individual incentive or award programs and public recognition through news releases. Each school is encouraged to develop positive appropriate incentives and awards as determined by the Faculty Senate, LSIC, PTA, PTO, and business partnerships or other school organizations.

4.2.9.1 Participate in the State provided attendance certificate program at the conclusion of each school year, grades P-K through 8. High school participation is optional.

4.2.9.1.1 Perfect Attendance – no absences other than school sanctioned trips.

4.2.9.1.2 Faithful Attendance – no more than five absences other than school sanctioned trips.

4.2.10 A student whose educational services are guided by an existing SAT plan, IEP, or 504 plan may warrant special consideration when a pattern of multiple single, or chronic absences exist. The child's current status should be reviewed by the SAT, IEP, or 504 team as deemed appropriate and in accordance with state and federal laws.

4.2.11 Assist in directing the taking of the school census assuring that it is taken at the time and in the manner provided by law.

4.2.12 Confer with teachers on the comparison of school census and enrollment for the detection of possible non-enrollees.

4.2.13 Promote attendance for your school by compiling data and by furnishing suggestions and recommendations for publication through school bulletins and the press, or in such manner as the county superintendent or attendance director may direct.

4.2.14 Participate in school teachers' conferences with parents and students.

4.2.15 In the case five (5) total unexcused absences, the attendance director or assistant shall serve written notice to the parent, guardian, or custodian of the student that within five (5) days of receipt of the notice the parent, guardian, or custodian, accompanied by the student, shall report in person to the school the student attends for a conference with the principal, administrative head, or other chief administrator of the school in order to discuss and correct the circumstances causing the unexcused absences of the student, including the adjustment of unexcused absences based on the meeting.

4.2.16 It shall be the duty of the principal to make prompt reports to the county attendance director, or proper assistant, of all cases of unexcused absences arising within the school which require the services of an attendance worker.

4.2.17 A student whose educational services are guided by an existing SAT plan, IEP, or 504 plan may warrant special consideration when a pattern of multiple, single, or chronic absences exist. The child's current status should be reviewed by the SAT, IEP, or 504 team as deemed appropriate and in accordance with state and federal laws.

4.3 Parent/guardian/or custodian involvement and family support must include:

4.3.1 a minimum of two documented face to face conferences annually with each child's parent/guardian/family (Parent-Teacher Conferences).

4.3.2 documented methods of communicating with parents/guardians such as newsletters, child activity reports, phone calls, home visits, e-mail and conferences.

4.3.3 services to children and their families necessary to support the child in his/her transition into, participation in, and transition out of the program.

4.3.4 for children who come from homes where languages other than English are spoken, support services including communication that is comprehensible and supportive of both the native language and English language development.

4.3.5 support services pursuant to WV 126CSR16, WVBE Policy 2419 - Regulations for the Education of Exceptional Students with Exceptionalities (hereinafter Policy 2419) provided in accordance with the needs specified in the child's Individualized Education Program for preschool children with disabilities who are integrated into the program.

4.3.6 opportunities for parents/guardians/family to participate in decision making about their child's education.

4.3.7 classrooms that are open to parents/guardians/families and where parents/guardians/families are encouraged to observe children in the classroom and to participate in classroom activities.

4.3.8 fully cooperating in and completing the enrollment process by providing: immunization documentation (W. Va. Code §16-3-4), copy of a certified birth certificate or affidavit (W. Va. Code §18-2-5c), signed suspension and expulsion document (W. Va. Code §18-5-15), and any other documents required by federal, state, and/or local policies or code.

4.4 Jurisdiction to enforce compulsory school attendance law 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 have noncurrent jurisdiction for the trial of offenses arising under W. Va. Code §18-8-4.

5 Instruction Age – Compulsory/Enrollment/Attendance Age –

5.1 Compulsory school enrollment shall begin with kindergarten during the school year in which the fifth birthday is reached prior to July 1, and continues to the seventeenth birthday or for as long as the student continues to be enrolled in a school system after the seventeenth birthday. Preschool enrollment may begin when a child is 4 years old prior to July 1. A child may be removed from a pre-kindergarten program when the principal and guardian concurs that continued attendance in such pre-kindergarten program is not in the best interest of the child. In the event that the principal, teacher and parent do not concur regarding the feasibility of the child's continued attendance in the pre-kindergarten

program, the principal, following consultation with the county superintendent shall make the final determination with regard to continued attendance.

5.2 Students entering pre-kindergarten in Barbour County Schools must be four years of age prior to July 1. Enrollment in an approved participating WV Pre-K program is voluntary; however, once the child is enrolled, attendance must follow W. Va. Code §18-8-1. Students entering kindergarten in Barbour County Schools must be five years of age prior to July 1. Under Barbour County Policy 8220, Early Entrance into Kindergarten, advanced entrance may be provided. Birth records are required for the verification of age. A child may be removed from such pre-kindergarten program when the principal, teacher, parent or guardian concur that the best interest of the child would not be served by requiring further attendance. If a student has not completed an approved kindergarten program at age six, the student shall be placed in the kindergarten program of the school where he or she is enrolled. Nothing herein shall prevent a student from another state from enrolling in a school in such grade as the student was enrolled at the school from which the student transferred.

5.3 Each parent, guardian or custodian shall have the responsibility of fully cooperating in and completing the enrollment process by providing immunization documentation (W.Va. Code 18-2-5), signed suspension and expulsion document (W.Va. Code 18-5-15), and any other documents required by federal, state, and/or local policies or code.

5.4 The Board of Education recognizes the positive cultural benefits to the students, staff, and the community in meeting students from other countries and in having foreign students as members of the student body of this County. The Board will permit from recognized and approved student exchange programs the admission of exchange students who are residing in this County. Students who enroll as foreign exchange students may, in the event a birth certificate is unavailable, substitute their immigration documents, passports or visas to substantiate identity and date of birth. Upon enrollment all policies of Barbour County Schools will be followed and enforced. The superintendent has the authority to revoke enrollment if an exchange student violates policy dependent on frequency and/or seriousness.

6 Student Absences, Tardiness and Excuses -

6.1 Absence is defined as not being physically present in the school facility for any reason. Each school shall develop a system for collecting, maintaining and entering into WVEIS student excuses. For statistical purposes student attendance will be reported and aggregated in WVEIS to the nearest half day. Full-day attendance is being present at least .74 of the school day and half-day attendance is being present at least .50 of the school day. All documents 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. If not received within this time frame, the date(s) of absence will be recorded as unexcused, regardless of the reason. The excuses are to be provided by the parent/guardian or physician. Preventive and educative procedures, which include incentives to maintain and improve attendance, shall be implemented using the following definitions for excused and unexcused absences.

6.1.1 **Excused Absences** – Are defined above in Section 3.10

6.1.2 **Unexcused Absences –** Are defined above in Section 3.11

6.1.3 **Tardy/Early Dismissal –**

6.1.3.1 Tardy shall mean arrival by a student after the appointed time for the commencement of school or an individual class which a student is scheduled to attend.

6.1.3.2 Students who leave prior to the end of the school day will be counted as an early departure.

6.1.3.3 Students must make up work missed for arriving late or leaving early.

6.1.3.4 Students will not be suspended solely for failure to attend class.

7 Make-Up Work

7.1 Students shall follow all BCS BOE policies regarding make-up work. Students are required to complete all missed assignments regardless of the reason for absence**.**

7.2 Grades will be given based upon mastery of the WV State Content Standards.

7.3 Teachers in grades K-12 will assign make-up work to each student upon their return to school.

7.4 The student shall be allowed the number of days absent to complete the make-up work.

7.5 If the work is not made up in the appropriate time frame, a zero will be recorded and averaged in with all other grades at the end of the grading period.

7.6 Teachers may grant an extension to a student if the request is based upon justifiable reasons, with the approval of the school administration.

7.7 Depending upon the circumstances, students may be expected to report to class early or to stay late to make up exams and other missed assignments.

7.8 If a student has missed a test announced in advance or work assigned prior to his/her absence, the test or work will be made up or turned in on the day that the student returns to class.

7.9 Students who have been absent for an extended period of time may receive an incomplete on their report card until the make-up work timeline, which shall be the number of days absent, has expired. The incomplete shall then be changed to the grade earned.

7.10 Make-up work is not optional. Teachers shall be required to make assignments that are relevant to the material covered for all classes missed.

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8 Full Day Enrollment/Early Graduation –

8.1 All students shall be scheduled for a full instructional day with the following exception for early graduation of students meeting the county graduation requirements. In order to be eligible for early graduation, a student must petition the Barbour County Board of Education one semester in advance. Three letters of recommendation from teachers at the high school and a letter of recommendation from the principal must support the petition. The petition must also have a letter of pending acceptance from either a college, technical school or from a full-time employer. Petitions will be handled on an individual basis by the Barbour County Board of Education.

8.2 The need for a shortened day for certain special needs students as outlined in their IEP or 504 documents is addressed in WVDE Policy 2510.

9 Parental Notification Requirements -

9.1 At the commencement of each school year parents and students shall be provided with a copy of the county attendance policy and school procedures. New arrivals during the school year shall also be provided with a copy of the same information. Parents shall be advised of their responsibility to report the absence of their children and their accountability for the regular school attendance of their children. Each day a student is absent a written note with parent signature or any allowable excuse documentation should be sent to the school when the student returns with the reason for the absence. The principal shall contact, by letter, any parent, guardian or custodian of the student and hold a conference with such person and the student when the student has accumulated five unexcused absences. Parents shall be notified, and invited to attend, Student Assistance Team (SAT) meetings wherein a recommendation concerning attendance is to be considered with respect to their child.

9.2 In the case of three (3) total unexcused absences of a student during a school year, the attendance director or assistant may serve written notice to the parent, guardian, or custodian of the student that the attendance of the student at school is required and that if the student has five (5) unexcused absences, a conference with the principal or other designated representative will be required.

9.3 In the case of five (5) total unexcused absences, the attendance director or assistant shall serve written notice to the parent, guardian, or custodian of the student that within five (5) days of receipt of the notice the parent, guardian, or custodian, accompanied by the student, shall report in person to the school the student attends for a conference with the principal, administrative head, or other chief administrator of the school in order to discuss and correct the circumstances causing the unexcused absences of the student, including the adjustment of unexcused absences based on the meeting.

9.4. In the case of ten (10) total unexcused absences of a student during a school year, the attendance director or assistant may make complaint against the parent, guardian, or custodian before a magistrate of the county. If it appears from the complaint that there is a probable cause to believe that an offense has been committed and that the accused has committed it, a summons or a warrant for the arrest of the accused shall issue to any officer

authorized by law to serve the summons or to arrest persons charged with offenses against the state. More than one parent, guardian, or custodian may be charged in a complaint. Initial service of the summons or warrant issued pursuant to the provisions of W. Va. Code §18-8-4 shall be attempted within ten (10) calendar days of the receipt of the summons or warrant and subsequent attempts at service 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.

9.4.1 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.

9.5 In the case that a high school student, age 18 or greater, is determined to have caused the unexcused absence concern, the attendance director may work in cooperation with the Prosecuting Attorney Office to make complaint against the student before a magistrate of the county or the circuit court of the county. If it appears from the complaint that there is a probable cause to believe that an offense has been committed and that the accused has committed it, a summons or a warrant for the arrest of the accused shall issue to any officer authorized by law to serve the summons or to arrest persons charged with offenses against the state. Initial service of the summons or warrant issued pursuant to the provisions of this section 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.

9.6 When any doubt exists as to the age of a student absent from school, the attendance director has authority to require a properly attested birth certificate or an affidavit from the parent, guardian, or custodian of the student, stating age of the student. In the performance of his or her duties, the county attendance director has authority to take without warrant any student absent from school in violation of the provisions of this article and to place the student in the school in which he or she is or should be enrolled.

10 School Attendance as Condition of Licensing for Privilege of Operation of Motor Vehicle -

10.1 Any student 15 years of age, but less than 18 years of age, who is properly enrolled in a West Virginia public school, or who is a West Virginia resident enrolled in an out-of-state school, or who is properly enrolled in an Exemption A, B, or K non-public school may request from the attendance director or chief administrator of the appropriate school system documentation of enrollment/attendance status. This documentation must be provided on a from approved by the West Virginia Department of Education for presentation to the West Virginia Division of Motor Vehicles when making application for, or reinstatement of, an instruction permit or license to operate a motor vehicle.

10.2 Circumstances Outside the Control of the Student – shall include, but not be limited to, medical reasons, familial responsibilities and the necessity of supporting oneself or another. Suspension or expulsion from school or imprisonment in a jail or a West Virginia correctional facility is not a circumstance beyond the control of the student, and for purposes of this policy, shall be considered an unexcused absence.

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10.3 Driver's Eligibility Certificate – documentation provided by the county to the student verifying that the student has met the attendance, behavioral and academic expectations set forth by W. Va. Code §18-8-11 that are required to obtain a license or instruction permit to drive a motor vehicle.

10.4 Satisfactory Academic Progress – attaining and maintaining grades sufficient to allow for graduation and course-work in an amount sufficient to allow graduation in five years or by age nineteen, whichever is earlier (beginning with the completed 2008-09 school year).

10.4.1 This would calculate in the minimum annual earning of five credits to allow graduation in five years based on the graduation requirements set forth in §126CSR42, WVBE Policy 2510: Assuring the Quality of Education, Regulations for Education Programs.

10.4.2 Three of the five credits earned annually must be from the core requirements identified in W. Va. §126CSR42, WVBE Policy 2510: Assuring the Quality of Education, Regulations for Education Programs

10.4.3 Students involved in the Option Pathway Program must show satisfactory progress toward completion of their Option Pathway Plan (Options 1, 2 or 3). Also, Students involved in the Option Pathway Program must maintain a 2.0 G.P.A., in CTE course(s) with no "F" in the Option Pathway Program course(s).

10.5 Withdrawal – for the purpose of driver's license eligibility, withdrawal is defined as the following reasons for which the county shall deny or revoke a Driver's Eligibility Certificate from any student at least fifteen but less than eighteen years of age:

10.5.1 More than ten consecutive or fifteen total days unexcused absences during a school year.

10.5.2 Suspension pursuant to W. Va. Code §18A-5-1a and §18A-5-1b which include the following behaviors when committed on the premises of an educational facility, at a school-sponsored function, or on a school bus:

a. assault and/or battery on school employees,

b. possessing deadly weapons,

c. possession, sale, or distribution of a narcotic drug,

d. possession, sale, or distribution of medication.

e. committing an act or engaging in conduct that would constitute a felony under West Virginia Code if committed by an adult, and/or

f. unlawful possession, sale, or distribution of a control substance governed by the uniform controlled substances act as described in W. Va. Code §60A-1.1 et seq.

10.6 It shall be the responsibility of the student to contact the county attendance director to request the reinstatement of a suspended license upon the correction of the issue(s) which resulted in the suspension of their license.

10.6.1 Regarding Attendance:

10.6.1.1 Five or fewer days of unexcused absences during first semester of the following school year.

10.6.1.2 Ten or fewer days of unexcused absences during the following school year.

10.6.2 Regarding Academics:

10.6.2.1 During the following school year has earned a minimum of 5 total credits.

10.6.2.2 During the following school year has earned a minimum of 3 core credits.

10.6.3 Regarding discipline:

10.6.3.1 There have been no further suspension issues, during the year following, pursuant to WV Code §18A-5-1a and §18A-5-1b.

11 Dropout –

11.1 A dropout is defined as an individual who falls under the following guidelines.

11.1.1 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

11.1.2 Was not enrolled on October 1 of the previous school year although excepted to in membership (i.e. was not reported as a dropout the year before); and

11.1.3 Has not graduated from high school, obtained a GED diploma, or completed a state or district approved education program; and

11.1.4 Does not meet any of the following exclusionary conditions.

11.1.4.1 Transfer to another public school district, private school, registered home school or state or district approved education program.

11.1.4.2 Temporary school recognized absence due to suspension or illness.

11.1.4.3 Death.

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11.2 Students wishing to drop out of school shall initiate the process by requesting a Student Assistance Team meeting in order to discuss all alternative options available. Upon the recommendation of the SAT to follow through with the process, an exit conference with the attendance director must then be scheduled. Their parent, guardian, or custodian who will sign appropriate dropout form shall accompany students who are 16 or 17 years old. Students 18 years of age or older are considered to be adults and may sign the appropriate dropout form on their own. Following the conference the attendance director will forward copies of the dropout form to the principal, counselor, and ABE instructor. The principal or his designee shall have the responsibility of withdrawing the student in WVEIS using the appropriate dropout code. The attendance director shall monitor the reporting of dropouts to the State Department of Education. Schools will make an effort to identify potential dropouts and use all available counseling and academic resources available at the school to ensure that students complete the educational requirements of the school.

11.3 Students who have dropped out of school are encouraged to re-enroll. To better guarantee success the student must return to school within 5 instructional days of a given semester if they are eligible to graduate by age 21. A student may re-enroll mid-semester within 5 instructional days of the last day of attendance. Upon return, the student must maintain good standing (no failing course grades, no Out-of-School Suspension, regular attendance with fewer than 5 unexcused absences.

12 Home/Hospital Instruction -

12.1 The Barbour County Board of Education shall provide home teaching services for children who are homebound due to injury or who for any other reason, as certified by a licensed physician or psychiatrist. Refer to Barbour County Policy 7710.

12.2 In all cases, credit shall be based upon completion of assigned instructional activities and academic performance as defined by established evaluation procedures. Excused or unexcused absences cannot be used to deny credit.

13 Attendance Exemptions –

13.1 The Barbour County Board of Education will exempt students from public school attendance as defined in West Virginia Code §18-8-1.

14 Attendance Appeal Procedure -

14.1 A student or parent may make an appeal of an attendance decision, Barbour County Policy 9200; Citizens Appeal Procedures should be followed.

15 Policy Development -

15.1 The Barbour County Schools attendance policy has been developed with input from the county attendance director, central office staff, principals, teachers, counselors and parents. The Barbour County Board of Education has placed the county attendance policy on comment period for additional parental and community input. An annual attendance review/evaluation will be conducted to determine the effectiveness of this policy. Data collection of current and previous years will be reviewed to determine the effectiveness of

the current policy. Each revision of the county attendance policy will be posted on the county school district's website and readily available to the public.

Source: **Board of Education Minutes**

Adopted: **08/04/87**

Revised: **11/08/2021, 05/28/19; 11/27/17; 11/28/16; 10/10/16; 12/08/14; 08/26/13; 11/26/2012; 01/23/12; 08/23/10; 11/16/09; 09/28/09; 08/10/09; 09/22/08; 05/12/08; 07/23/07; 12/18/06; 08/18/03**

Legal Reference: **School Laws of West Virginia: §18-2-5; §18-5-15; §18-8-1; §18-8-1a; §18-8-2; §18-8-3;§18-8-9; §18-8-11; §18A-5-1a; §18A-5-1b §17B-2-5; §91-5-12; §60A-1.1; §126CSR42**
WV Board of Education Policy 2510; 4110; 4150
Student Code of Conduct Policy 4373