

**ADDENDUM TO ATTENDANCE POLICY 5050
WYOMING COUNTY CAREER AND TECHNICAL CENTER
ATTENDANCE REGULATIONS**

Regular attendance and promptness in reporting to class are vital to success in the World of Work. Attendance is critical to being career or college ready. Absenteeism may impede an applicant being successful in their desire for employment. Your success at the Career Center will be determined in large part by your attendance. All Career and Technical Centers, including ours, function under Simulated Workplace Guidelines and Protocols (State Policy 2510); attendance is addressed under Protocol II. Students of WCCTC are expected to be in attendance on all days the Career and Technical Center is in session as mandated by the Wyoming County Board of Education, except in cases of excused absences. If the home high school furnishes bus transportation for Career and Technical Center students, they are expected to be present in class.

A limited number of days (7 days the first semester and 7 days the second semester) will be honored in order to accommodate opportunities to participate in school activities at your home high school. Activities such as athletic events, band, clubs, field trips, plays, etc. should be given careful consideration when you decide to use specified days during the school year. Within the Simulated Workplace framework, these days would be the equivalent of sick days on the job. It is protocol under Simulated Workplace, students must give prior notification of an absence or "call in" the day of the absence. Days cannot be accumulated or carried over to the next semester. If you go beyond the specified number of days without a valid excuse, arrangements must be made with the instructor to make up work that has been missed. It is the student's responsibility to request the assignments and turn in the assignment within a three day period. Assignments in the Lab (shop) setting that are missed will be handled on an individual basis.

Students will be excused for serious illness and hospitalization or confinement at home due to illness; death or serious illness of any member of the immediate family; and if the school bus does not run in your area. The student must validate an excused absence and all excuses must be filed in the office. Students are cautioned to use discretion when using their days for high school activities, vacation, etc.

Tardy:

Tardiness is handled by each instructor within the class. Repeated tardiness will result in penalties and these penalties will consist of in-school suspension (with loss of hours for that day) on the fourth day. Each additional tardy will result in one additional day. Habitual tardiness may result in suspension and may require a parent teacher conference with the director or assistant principal. If you have been detained by a teacher or administrator, ask for an admit slip signed by the person who detained you.

Contact Parents:

Parents will be notified by letter or phone call after the fifth absence of a student within a semester period.

polio, rubella, rubella, tetanus, varicella, and whooping cough previously, or a certificate from a reputable physician showing that an immunization for any or all is impossible or improper, or sufficient reason why any or all immunizations should not be done, shall be guilty of a misdemeanor, and except as herein otherwise provided, shall, upon conviction, be punished by a fine of not less than ten or more than fifty dollars for each offense. Child will not be allowed to attend school until immunization process is completed.

A homeless or foster child can start school without showing proof of initial immunization. However, guardian(s) must work with school nurse to acquire proof of immunization.

Once a parent is notified of non-current immunization status, the child will be excluded from school after two weeks until immunizations are updated. Parent must bring proof to school before child can return to school.

Students entering grade 7 must be receive Menactra (MCV4) and T-DaP immunization before starting grade 7. Students entering grade 12 must receive a booster of Menactra (MCV4) and show proof of T-DaP immunization before starting grade 12. The student will not be allowed to attend school until proof of these immunizations is presented to the school nurse.

12CSR84 Student Driver Eligibility Certificate (State Board Policy 4150)

The Wyoming County Board of Education will adhere to State Board Policy 4150: Student Driver Eligibility Certificate.

Individual Exception to Four Year Attendance Requirement

Attendance for all four years during grades 9-12 is important to attain the educational goals of West Virginia. Therefore, all students in Wyoming County shall be scheduled for a full school day all four years.

Exceptions to this rule are:

1. Seniors may be excused for one or more instructional periods in order to take three hours of college credit per semester (Wyoming County Board of Education Policy 5102).
2. Diplomas may be issued to students who have not attended four years in grades 9-12 provided:
 - a. Student has followed a planned educational program which leads to early graduation (Wyoming County Board of Education Policies 5101 and 5103)
 - b. The student has been accepted by a college or university (Wyoming County Board of Education Policy 5103).
3. Exceptions for attendance must be approved by the Wyoming County Board of Education for the following reasons only (Wyoming County Board of Education Policy 5104):
 - a. Family obligations, i.e., pregnancy, child care.
 - b. Financial hardships, must be substantiated, i.e., parent unemployment, poverty level income.
 - c. Medical reasons substantiated by medical doctor.
 - d. Other compelling circumstances of questionable nature yet justifiable to the needs of the individual will be considered as a last resort.

Severability

If any provision of this rule or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or application of this rule.

Wyoming County Schools

Amended: May, 1983

Revised: March, 1990

Revised: August, 1991

Revised: September, 1996

Revised: June 7, 1999

Revised: July 3, 2000

Revised: May 24, 2004

Revised: August 22, 2006

Revised: September 8, 2008

Revised: October 25, 2010

Revised: April 24, 2017

Interagency Involvement

The school utilizes other agencies such as Department of Health & Human Resources (DHHR), Kanawha Valley Center (KVC), Southern Highlands, Magistrate Court, Probation Officer, etc. for appropriate services.

Student Assistance Teams/Programs

Students with a pattern of excessive absenteeism are referred to appropriate student assistance teams (SAT)/programs (WVBE Policy 2510 and WVBE Policy 2320) for appropriate intervention(s), and these interventions will be reviewed to determine effectiveness.

Preventive and Educative Procedures

Preventive, educative procedures, alternative plans and programs that are positive in nature to maintain and improve attendance and reduce sign-in/sign-outs may include, but not limited to the following:

1. Awarding certificates for perfect or faithful attendance (5 or less absences).
2. School-wide rewards for students with perfect and faithful attendance.
3. Principals may reward students on a monthly basis with pencils, T-shirts, or any appropriate reward for perfect attendance.
4. Placing names and/or pictures in local newspapers.
5. Gift Certificates
6. Bulletin Board displays.
7. Reward excellent monthly/quarterly/semester attendance with passes/coupons which can be used at school activities.
8. Rewards for students who show improved Attendance by grading period.

K-12 schools will develop an incentive plan to improve student attendance. This plan shall be submitted to the **Attendance Director**. K-12 schools will be allotted financial assistance for attendance incentives.

Alternative Plans & Programs

Many schools offer extended day programs with a concentration on academic remediation, truancy, nutrition, etc.

County Incentives to Maintain/Improve Attendance

The Wyoming County Board of Education firmly maintains that excellent attendance should be rewarded at all levels.

1. Attendance Certificates Awards
 - a. "Perfect Attendance" is defined as being present everyday school is in session.
 - b. "Faithful Attendance" is being absent no more than five (5) days during the school year.

2. The Attendance Director shall ensure that all attendance information reflects the allowable deductions as defined by the West Virginia Department of Education.
3. Defining excused and unexcused absences in compliance with W.Va. Code §18-8-1 and §18-8-2 and attendance in Policy 2510, Assuring the Quality of Education: Regulations for Education Programs.
4. Extenuating circumstances for absences which may require home/hospital instruction are defined as those circumstances that result in the absence of a student for reason of illness or injury for a period of three (3) weeks or more. It is necessary for parents or guardians of children who are considering Homebound Instructional services to schedule a meeting with the Special Services Director of Wyoming County Schools to discuss the need for homebound services.

Parents will be required to sign a Medical Information & Records Release Form. This will allow the child's physician to communicate directly with school board administrators including but not limited to the Director of Special Services regarding the child's need for homebound services, the length of time that the child is likely to need a homebound placement, and the conditions under which the student will be able to return to school. This must be a physician who specializes in the health condition of the child that may require Homebound Instruction for the child for three or more consecutive weeks.

If Homebound Instruction is deemed necessary by the school system, the parents will be provided with a Request for Homebound Instruction form which must be completed and signed by the parents and also the child's treating physician. The physician must provide a time line for the services and a plan for the child's return to school.

Homebound Instruction may begin after the necessary forms are completed and returned to the Director of Special Services. Homebound Instruction will consist of four to six hours of instruction for elementary students and six to eight hours of instruction for secondary students. Instruction may be provided using one-on-one instruction with a teacher, homework packets, computer-generated lessons, live lessons via the Internet and/or Skype (or similar service), as well as other reasonable means for assisting with student instruction and/or a combination of any of these instructional delivery methods.

5. Reasonable preventions are described in sections Preventive and Educative Procedures, Alternative Plans and Programs, and consequences for student tardies are described in the section Tardy.

School Attendance Notification Requirements: School attendance procedures shall contain at least the following notification components:

1. A copy of this policy shall be included in the Student Handbook OR provided as a separate handout by each school for each parent. Students will be given a revised attendance policy as necessary.

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.

9. 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 the McKinney-Vento, as the liaison for homeless children and youth, the attendance director is required to:
 - a. ensure that public notice of the educational rights of students in homeless situations is disseminated where children and youth receive services.
 - b. 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.
 - c. ensure that parents or guardians are informed of, and assisted in accessing, all transportation services for their children, including to the school of origin.
 - d. 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.
 - e. immediately assist in obtaining immunization 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.
 - f. ensure that homeless children and youth are identified by school personnel and through coordination activities with other entities and agencies.
 - g. ensure that homeless children and youths enroll in, and have a full and equal opportunity to succeed in schools of that local educational agency.
 - h. 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.
 - i. ensure that enrollment disputes are mediated as outlined in Paragraph (3)(E) of the McKinney-Vento Act.
10. The attendance director shall file with the county 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.

Principal Responsibilities

1. 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 or other designated representative 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 upon such meeting.

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 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.

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

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 lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals.
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. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. migratory children who qualify as homeless because the children or youth are living in circumstances as described in the above descriptions.

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

RESPONSIBILITY

Attendance Director Responsibilities

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 steps as are, in the 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.
2. In the case of three (3) total unexcused absences of a student during a school year, the attendance director or assistant shall serve written notice to the parent, guardian, or custodian of the student that the attendance of such child 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.
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 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 or other designated representative of the school in order to discuss and correct the circumstances causing the unexcused absences based upon such meeting.

- prior submission and approval of educational plan detailing objectives and activities
 - leave not to exceed ten (10) days - verification of implementation of an education plan upon student's return
 - leave to extend more than ten (10) days requires county board approval
8. Judicial obligation or court appearance involving the student with written verification from the judicial system.
 9. Observance of religious holidays.
 10. 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.
 - 11 Documented chronic medical conditions 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 (See §126-81-5.3.c.4.).
 - 12 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 for the absences must be approved and reviewed quarterly by the SAT, IEP, or 504 team (See §126-81-5.3.c.4.).
- Wyoming County may not require more than a parental excuse for each absence that occurs resulting from "documented chronic medical condition" or "documented disability" as previously defined.
- 13 Participation in homebound or hospital instruction due to an illness or injury or other extraordinary circumstances that warrants home or hospital confinement. Refer to #4 under School System's Responsibilities.
 - 14 Military requirements for students enlisted or enlisting in the military.

Unexcused Absence - Any absence not specifically included in the definition of the "excused absence".

1. Suspension or expulsion from school or incarceration is not a circumstance beyond the control of such person and will be classified as an unexcused absence. (W. Va. Code §18-8-8; §18-8-11)

Tardy - Defined as any arrival of a student after the time scheduled for an individual class to begin, but shall not include excused tardies as determined by an acceptable excuse. If a student is

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PHILOSOPHY

The Wyoming County Board of Education firmly supports the philosophy that regular attendance in school is directly related to success in the classroom. Wyoming County Schools will provide a positive safe environment for all students to attend and learn. Regular school attendance is vital if students are to develop responsibility, self-discipline, self-esteem, and dependable work habits. Wyoming County Schools will encourage, instruct toward, and recognize excellent attendance.

Students have a fundamental right to attend public school and must accept the responsibility to be faithful in attendance. West Virginia state law places upon parents and/or guardians the responsibility for their child's/children's faithful attendance, as outlined in the compulsory attendance laws.

Programs of study are delivered by building each day's lesson on work previously completed. After excessive school absences, a student loses the benefit of daily classroom discussion, laboratory work, teacher guidance, and motivation. Therefore, students need to attend school regularly and need to be on time for classes to meet State Board and Wyoming County requirements for successfully completing a class and to avoid retention.

Parent support and involvement are of paramount importance. Parents/guardians need to stress the importance of school attendance for educational success. It's important that parents/guardians are involved in all aspects of the child's attendance. This policy has a formal system for notification of parents concerning student attendance; however, parents/guardians should check periodically with the school to obtain information on the child's attendance and academic progress. The intent of this policy is to promote school attendance and meet the individual needs of students to help them reach their potential.

The Attendance Director will provide an annual evaluation of the effectiveness of the attendance policy.

Wyoming County will provide for input from teachers, principals, attendance directors, parents/guardians and community leaders in relation to revisions to the attendance policy. This policy will be reviewed by the Office of Education Performance Audits' on-site review teams to ensure compliance with this policy.

DEFINITION

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

Allowable deductions for school- Beginning with the 2016-2017 school year, the only allowable deductions will be absences that result from school approved curricular/co-curricular activities, failure of the bus to run/hazardous conditions, students not in attendance due to disciplinary

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