

EXECUTIVE SUMMARY
WEST VIRGINIA BOARD OF EDUCATION

POLICY NUMBER AND TITLE: Policy 4110
Attendance Policy

PUBLIC COMMENT PERIOD ENDS: July 12, 1998

BACKGROUND:

A direct relationship exists between daily school attendance and student performance, graduation, and good work habits in the marketplace. To promote daily attendance, a committee was convened at the request of the State Board to revise the current Attendance Policy 4110.

PURPOSE:

The policy requires county school systems to develop a policy and implement procedures that promote daily school attendance.

FILED

126CSR81

MAY 22 1 55 PM '98

TITLE 126
LEGISLATIVE RULE
BOARD OF EDUCATION
SERIES 81
ATTENDANCE POLICY (4110)

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

§126-81-1. General.

1.1. Scope. -- These rules provide guidelines for the development of local county attendance policies.

1.2. Authority. -- West Virginia Constitution, Article XII, §2; West Virginia Code §§18-2-5 and 18-8-1.

1.3. Filing Date. --

1.4. Effective Date. --

1.5. Repeal of Former Rule. -- This legislative rule repeals and replaces WV 126CSR81 "County Attendance Policy" filed August 8, 1989 and effective September 20, 1989.

§126-81-2. Rationale.

2.1. West Virginia Board of Education recognizes that a direct relationship exists between daily school attendance and student performance, graduation, and good work habits. This Attendance Policy promotes daily school attendance. Each county shall be required to develop and implement a county attendance policy. Daily attendance is necessary for students to meet their schools' academic program standards as each day's learning builds on the work previously completed. While students and parents/guardians have the ultimate responsibility for daily school attendance, the laws of West Virginia require school administrators to enforce compulsory school attendance.

§126-81-3. Responsibility.

3.1. The State Board has the responsibility to encourage daily attendance and mandate that county school systems set reasonable limits for students absences and tardies.

3.2. Each county board of education shall develop and implement an attendance policy which includes:

3.2.1. employment of a certified county director of school attendance as required by W. Va. Code §18-8-3.

3.2.2. support for and requirement for the county attendance director to implement and execute the duties as defined in W. Va. Code §18-8-4.

3.2.3. appointment of a designated school attendance coordinator (principal, or designee) who collects classroom attendance data and makes appropriate referrals to the county attendance director.

3.2.4. the reporting of all school dropouts to the Department of Education.

3.2.5. development of a process to notify students and their parents/guardians.

3.2.6. development of procedures and reasonable timelines requiring students to make up school work.

3.2.7. the requirement of a semester of school attendance for reinstatement of a revoked driver's license.

§126-81-4. Guidelines.

4.1. Each county's attendance policy shall address the following components. Philosophy: A philosophy declaring the board's intent to increase attendance by:

4.1.1. creating a positive safe environment conducive to learning and committed to helping students develop responsibility, self-discipline and other good work habits.

4.1.2. developing a system enlisting parental support for daily school attendance by students.

4.2. Principles of Operation: County school districts are responsible for:

4.2.1. defining 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.

4.2.2. defining extenuating circumstances for absences which may require home/hospital instruction.

4.2.3. developing preventive and educative procedures including incentives to maintain and improve attendance.

4.2.4. developing an attendance appeal process for students and parents.

4.2.5. submitting the county attendance policy to the Department of Education for approval.

4.3. Maintenance of Records: accurate attendance records and related documentation shall be maintained in each school including:

4.3.1. an up-to-date register/record of attendance for every student in every class.

4.3.2. procedures for 1) notifying parents about absences, 2) monitoring absences, and 3) notifying the county attendance director.

4.4. Corrective Measures: designed to meet the developmental needs of students should be included, such as:

4.4.1. alternative plans and programs that are positive in nature and encourage improved school attendance.

4.4.2. procedures for notification of parents/guardians of absences and procedures for securing parent involvement to improve student attendance.

4.4.3. procedures for providing adequate counseling for problems related to attendance.

4.4.4. procedures for interagency involvement.

§126-81-5. Policy Development.

5.1. Each county must seek the assistance of teachers, principals, attendance directors, parents and community leaders in developing the attendance policy. Counties are to conduct an annual attendance evaluation to determine the effectiveness of the policy. County policies will be reviewed by on-site review teams to ensure compliance with this policy.

**POLICY 4110: ATTENDANCE POLICY
COMMENTS/SUGGESTIONS**

Directions: Please use this form in commenting on proposed Policy 4110.

Individual/Organization: _____

Title: _____

Street Address: _____ **City/State/Zip:** _____

Comments/Suggestions
126-81-1. General
126-81-2. Rationale
126-81-3. Responsibility
126-81-4. Guidelines

126-81.5. Policy Development

RETURN COMMENTS BY JULY 12, 1998 TO:

Therese M. Wilson
Director
West Virginia Department of Education
Building 6, Room B-057
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305-0330

FISCAL NOTE WORKSHEET
(Submit 4 Copies)

HD NO _____ DRAFT NO _____ BILL NO _____ RESOLUTION NO _____

SUBJECT Policy 4110: Attendance Policy FUND _____

SOURCE OF REVENUE: GENERAL FUND SPECIAL OTHER (SPECIFY) _____

COST OF ESTIMATE BASED ON: AN ORIGINAL ESTIMATE BUDGET BILL OTHER (SPECIFY) _____

INCOME ESTIMATE BASED ON: AN ORIGINAL ESTIMATE BUDGET BILL OTHER (SPECIFY) _____

SHOW OVER-ALL EFFECT IN ITEMS 1 AND 2 & GIVE EXPLANATION OF BREAKDOWN BY FISCAL YEAR INCLUDING LONG-RANGE EFFECT

EFFECT OF PROPOSAL	ANNUAL		FISCAL YEAR		
	INCREASE	DECREASE	CURRENT	NEXT	THEREAFTER
1. ESTIMATED TOTAL COST	\$	\$	\$	\$	\$
PERSONAL SERVICES CURRENT EXPENSES REPAIRS/ALTERATIONS EQUIPMENT OTHER	\$	\$	\$	\$	\$
2. ESTIMATED TOTAL REVENUES	\$	\$	\$	\$	\$

3. EXPLANATION OF ABOVE ESTIMATES (INCLUDING LONG-RANGE EFFECT):

NO COST

DATE

5/4/98

AGENCY

West Virginia Department of Education

AUTHORIZED REPRESENTATIVE

