

WEST VIRGINIA
SECRETARY OF STATE

KEN HECHLER

ADMINISTRATIVE LAW DIVISION

Form #5

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FILED

AUG 13 4 13 PM '98

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

NOTICE OF AGENCY ADOPTION OF A PROCEDURAL OR INTERPRETIVE RULE
OR A LEGISLATIVE RULE EXEMPT FROM LEGISLATIVE REVIEW

AGENCY: West Virginia Board of Education TITLE NUMBER: 126

CITE AUTHORITY: W.Va. Const., Article XII, §2, W.Va. Code §18-2-5 and §18-8-1.

RULE TYPE: PROCEDURAL _____ INTERPRETIVE _____

EXEMPT LEGISLATIVE RULE X

CITE STATUTE(S) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW

W.Va. Code §§29A-3B-1, et seq.; W.Va. Board of Education
v. Hechler, 180 W.Va. 451; 376 S.E.2d 839 (1988).

AMENDMENT TO AN EXISTING RULE: YES X NO _____

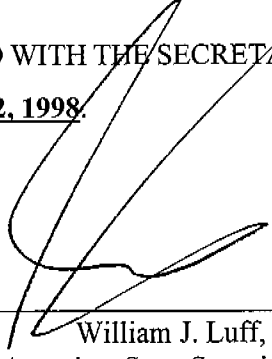
IF YES, SERIES NUMBER OF RULE BEING AMENDED: 81

TITLE OF RULE BEING AMENDED: Attendance Policy (4110)

IF NO, SERIES NUMBER OF NEW RULE BEING PROPOSED: _____

TITLE OF RULE BEING PROPOSED: _____

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE
EFFECTIVE DATE OF THIS RULE IS SEPTEMBER 12, 1998.



William J. Luff, Jr.
Associate State Superintendent

\$5.40

EXECUTIVE SUMMARY

Policy 4110: Attendance August 1998

Background:

Recognizing that a direct relationship exists between daily school attendance and student performance, graduation, and good work habits in the marketplace, an attendance policy was established by the State Board in August 1989. A statewide committee was convened in 1998 to review the current policy and a revised, proposed policy was placed on public comment until July 12, 1998. At the July Board meeting, Board members requested that the proposed policy be brought to the August Board meeting for review of public comments and further discussion prior to the adoption of the revised policy.

Attached is the Attendance Policy with proposed revisions based upon the statewide committee's recommendations and public comments. Language that is underlined represents recommendations from the committee and the public. In addition, the comments received during the public comment period are included.

A number of states were contacted regarding compulsory school attendance policies and statutes. Overall, there appears to be no universal strategy to resolve habitual truancy. Several states contacted have no state level policy. There does appear to be a need to employ coordinated efforts between schools and community agencies to assist in remedies for improved school attendance.

Purpose:

The policy requires county school systems to develop a compulsory school attendance policy to be submitted to the West Virginia Department of Education for approval and to implement procedures that promote daily school attendance. The State Board's policy will provide guidance and requirements to each county school system in seriously addressing the necessity of daily school attendance for students' learning and success in life.

Discussion:

The State Board has an opportunity to review comments and propose language and to further discuss actions needed for the adoption of a revised policy.

Action:

I recommend that Policy 4110 be approved as amended.

126CSR81

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

§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. -- August 13, 1998.

1.4. Effective Date. -- September 12, 1998.

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 student absences and tardies.

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

126CSR81

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 of the county attendance policy and their responsibility and accountability for regular school attendance.

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

3.2.7. the development of procedures for setting acceptable absence limits for earning credit.

3.2.8. the requirement that a student make successful academic progress and maintain satisfactory attendance during one complete semester following the revocation of his/her 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 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

126CSR81

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.

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



**COMMENT LOG SUMMARY
POLICY 4110
ATTENDANCE POLICY
June 10-July 12, 1998**

Forty-four comments were received from eighteen individuals. The comments predominately provided constructive language to strengthen the policy. The accepted comments are reflected in the following changes. These changes included requiring the county to develop a process to inform students, parents and guardians of their responsibility and accountability for regular school attendance. Students with unexcused absences may not be given the opportunity to make-up school work. This is a county decision.

Counties are responsible for development of procedures for setting acceptable absence limits for earning credit. Another revision requires that a student make successful academic progress and maintain satisfactory attendance during one complete semester before being allowed to reapply for a revoked driver's license. Finally, counties are responsible for defining excused and unexcused absences.

**POLICY 4110: ATTENDANCE POLICY
COMMENT LOG
June 10, 1998 - July 12, 1998**

ACTION TYPE
N: No Response - Negative
NA: Not Accepted + Positive
A: Accepted o Neutral

Date	Individual/Organization	Comments	Action/ Type	Rationale
6/10/98	Bill Seibert Jefferson High School Rt. 1, Box 83 Shenandoah Jct., WV 25442	§126-81-1. General I recommend that the WVDE include in its policy a phrase or clause giving county boards of education the power to set limits on the number of unexcused absences for students to withdraw the student, or state that the student loses credit and is withdrawn		
6/10/98	Suzanne Swartz Jefferson High School Rt. 1, Box 83 Shenandoah Jct., WV 25442	It has come to my attention that a clause has been omitted that would allow school systems to implement an attendance requirement to receive class credit. (must not be absent more than X number of days to receive credit). I feel this is an important and integral clause. It would improve attendance in school thereby attributing to more academic success. Please reinstate this clause.		
6/10/98	Diane Richards-Cook Jefferson High School Rt. 1, Box 83 Shenandoah Jct., WV 25442	Students should be dropped from enrollment upon missing 15 days per semester. Students should not be able to continue missing unlimited days without penalty.		
6/10/98	Flicka D. Graves Attendance/So. Services Raleigh County Schools 115 Austin Ave. Beckley, WV 25801	I saw few real differences in substance in the new 4110 and the old 4110. A difference in format, that is all. There was an abdication of responsibility in defining excused/unexcused absences. The definition section in the old 4110 was lucid, succinct and helpful so, of course, it was omitted in the new, improved policy. The definitions made a statement, took a stand and we certainly don't want to do that! Another colossal waste of staff time and taxpayer money.		

Date	Individual/Organization	Comments	Action/Type	Rationale
6/24/98	David S. Hypes Asst. Principal Richwood High School 1 Valley Avenue Richwood, WV 26261	§126-81-1. General (Con't.) 3.2.7 Reads - semester of attendance to reinstate drivers license.		
6/24/98	Mariland Lee Teacher Jefferson High School Shenandoah Jct., WV 25442	Please put into policy the clause that will allow a school system to make a statement when a student has excessive absences; the clause you discussed previously - but deleted, please put back in policy. No credit for excessive absences!		
6/24/98	Terry Ann Glover Coordinator, School-to-Career; Alternative Educ. 333 Foundry Street New Martinsville, WV 26155	Good Policy, But we <u>must</u> set attendance standards if students are to receive credit. Attendance is the heart of keeping a job, and we <u>must</u> instill that to our youth. The counties should be able to set reasonable standards (number of days missed) and the state <u>must</u> uphold their policy. We must work together. (Addresses Goals 2000, Senate Bill 300 & S-T-W).		
6/24/98	David Pugh Teacher Jefferson High School 2022 Ashley Drive Shepherdstown, WV 25443	If the educational system is moving toward a "Schools to Work" philosophy then for secondary students a <u>realistic</u> attendance policy is appropriate. When an employee misses too many days they lose their job. The same thinking should apply for class/credit. Determine what the business community considers (days) unacceptable and use it. This is not a game!		
6/29/98	Lyn Guy Superintendent Monroe County Schools Box 330 Union, WV 24983	Work place skill of regular attendance needs to be cultivated in school – policy has no <u>bite</u> in it.		

Date	Individual/Organization	Comments	Action/ Type	Rationale
7/11/98	Charles T. Hlusko Attendance Director Marion County Schools Rt. 9, Box 487 Fairmont, WV 26554	§126-81-1. General (Con't.) Good		
7/11/98	Bennie Thomas Attendance Director Cabell County Schools 620 20th Street Huntington, WV 25703	Credit should be withheld for non-attendance, zero credit or failing grade given for unexcused absences.		
7/11/98	Stephen F. Goffreda Superintendent Roane County Schools P.O. Box 609 Spencer, WV 25276	The policy that this proposed policy is attempting to replace (WV 126CSR81, filed 08/08/89) was a good policy that worked effectively together with state statutes. This policy, it appears, weakens the position of Attendance Directors, especially with the removal of a consistent definition of excused absences. The 1994 attempt to revise 4-110 was much more thorough.		
		§126-81-2. Rationale		
6/24/98	David S. Hypes Asst. Principal Richwood High School 1 Valley Avenue Richwood, WV 26261	A semester is too long. To a child this is so much time that they have nothing to look forward to. If they "give-up" then they are hard to deal with.		
6/24/98	Terry Ann Glover Coordinator, School-to-Career; Alternative Educ. 333 Foundry St. New Martinsville, WV 26155	Good wording, but we must insist that students attend and we must work together, possibly as a state, to determine what is reasonable. Possibly we need to seek input from business/industry/labor and their policies on attendance.		

Date	Individual/Organization	Comments	Action/ Type	Rationale
7/11/98	Bennie Thomas Attendance Director Cabell County Schools 620 20th Street Huntington, WV 25703	§126-81-2. Rationale (Con't.) Make-up work should not be given for unexcused days.		
7/11/98	Stephen F. Goffreda Superintendent Roane County Schools P.O. Box 609 Spencer, WV 25276	The rationale is satisfactory.		
6/10/98	Flicka Graves Attendance/So. Services Raleigh County Schools 115 Austin Ave. Beckley, WV 25801	§126-81-3. Responsibility 3.2.3. - Is covered in 4.3.2. Once is enough.		
6/10/98	Flicka Graves	3.2.4. - Should not be included in <u>Attendance Policy</u> . I thought reporting dropouts was a function of Guidance. Why should two departments make the same report?		
6/10/98	Flicka Graves	3.2.5. - Is also mentioned in 4.3.2. and 4.4.2. Including it once is enough.		

Date	Individual/Organization	Comments	Action/ Type	Rationale
6/10/98	Bryan Thompson Attendance Director Jackson Co. Schools P.O. Box 770 Ripley, WV 25271	§126-81-3. Responsibility (Con't.) 3.2.7. - The requirement of a semester of school attendance <u>without any unexcused absences during that semester</u> for reinstatement of a revoked driver's license. By adding the underlined phrase the policy will accomplish our goals.		
6/29/98	Mary Ann Busey Assistant Superintendent Hancock Co. Schools 104 Court Street New Cumberland, WV 26047	3.2.7 - Eliminate - causes more problems. Should we be so involved with driver's licenses?		
7/11/98	Bennie Thomas Attendance Director Cabell County Schools 620 20th Street Huntington, WV 25703	Only five days allowed to change an unexcused absence to an excused absence.		
6/10/98	Paul E. Barcus, Jr. Asst. Superintendent Wetzel Co. Schools 333 Foundry Street New Martinsville, WV 26155	Why was this section changed from what was submitted by the statewide study committee? (1) An additional section should be added so that every county can establish applicable rules concerning what level/number of absences is acceptable before a student can earn credit; (2) Such a statement would be established on a semester basis.		
6/24/98	David S. Hypes Asst. Principal Richwood High School 1 Valley Avenue Richwood, WV 26261	It should read 45 days without an unexcused absence		

Date	Individual/Organization	Comments	Action/ Type	Rationale
7/11/98	Stephen F. Goffreda Superintendent Roane County Schools P.O. Box 609 Spencer, WV 25276	§126-81-3. Responsibility (Con't.) Reasonable limits for student absences are already defined in State Code. §126-81-3.1 may result in County Boards setting inconsistent limits across the state, and some county policies may deviate from State Law inadvertently. Section 3.2.7 also deals with reinstatement of a revoked driver's license, but does not address requirements for initial verification of enrollment.		
7/11/98	Charles T. Hlusko Attendance Director Marion County Schools Rt. 9, Box 487 Fairmont, WV 26554	3.2.5 development of a process to notify students and their parents/guardians (of the provisions of county attendance policy and of their responsibility and accountability for regular school attendance) (needs added) Excellent.		
6/24/98	Jane Beckett Principal HC60, Box 170 Reader, WV 26167	County school systems should be allowed to establish a limit on the number of absences a student has and link it directly to whether or not credit is awarded for the course. Students have learned how to work the system since elementary school attendance is tied to nothing except to take their parents to court and the courts give them a slap on the hand and say "keep you child in school."		
6/29/98	Rebecca H. Goodwin Assistant Superintendent Kanawha Co. Schools 200 Elizabeth Street Charleston, WV 25311	What consequences are permitted for students who exceed "reasonable limits"?		

Date	Individual/Organization	Comments	Action/Type	Rationale
6/24/98	<p>Edward E. Glover Chief Instructional Leader Wetzel County Schools 333 Foundry Street New Martinsville, WV 26155</p>	<p>§126-81-3. Responsibility (con't.)</p> <p>Maintaining respectable student attendance, especially at the adolescent level, is becoming more and more difficult! Counties need help. In my 32 years in education in this county, we have developed 2-3 very effective policies. These policies were reviewed by our attorneys, approved by our board, and approved by the appropriate personnel at the West Virginia Department of Education. The problem has been that the first time it is tested by a single disgruntled parent, we were then told our policy was out of compliance.</p> <p>In order for a county to design and implement an effective attendance policy that complies with 3.1 of this proposed policy, our state needs to permit individual counties to set the limits. If this cannot be done, then I would suggest the state set the limits for statewide uniformity and implementation. To be effective, we have to set limits for the adolescent age group. Counseling, rewards, encouragement parental assistance, etc. is no longer effective for this age group in our present society.</p> <p>Without this provision (setting the maximum number of absences that are permitted in order for a student to still earn credit for a class in a semester), a policy will not be effective. Our students are just now becoming aware of the importance of attendance and maintaining their operator's license. Why is this? It's because there are limits set as to how many unexcused absences are permitted. I've been told one or two states have set statewide requirements (number of absences permitted).</p>		

Date	Individual/Organization	Comments	Action/ Type	Rationale
6/24/98	Terry Ann Glover Coordinator, School-to-Career, Alternative Educ. Wetzel County Schools 333 Foundry Street New Martinsville, WV 26155	126-81-3. Responsibility (Con't.) Some provision needs to be put into the state policy to insure that counties can enforce their policy on days missed and tardies. We must prepare students for the real world.		
7/11/98	Susanna Villers Attendance Director Wetzel County Schools 333 Foundry Street New Martinsville, WV 26155	This section does not show any commitment on the state level to uphold policies designed by counties to address good attendance practices of students. Without that commitment, counties have no backing for a policy and can be over turned as soon as one parent files a complaint at the state level.		
		§126-81-4. Guidelines		
6/10/98	Donna Davis Director, Office of Accreditation, WVDE	Distinguish which on-site review teams will review the attendance policy.		
6/29/98	Rebecca H. Goodwin Assistant Superintendent Kanawha County Schools 200 Elizabeth Street Charleston, WV 25311	No provision is made for consequences for those chronic truants who do not respond to incentives or programs that are positive in nature. Unfortunately, these students exist and need an education.		
7/11/98	Charles T. Hiusko Attendance Director Marion County Schools Rt. 9, Box 487 Fairmont, WV 26554	Excellent.		
7/11/98	Bennie Thomas Attendance Director Cabell County Schools 620 20th Street Huntington, WV 25703	A maximum number of parent excuses be accepted (i.e., five per year). All other absences must be verified by physician, court, school approved, etc.		

Date	Individual/Organization	Comments	Action/Type	Rationale
7/11/98	<p>Susanna Villers Attendance Director Wetzel County Schools 333 Foundry Street New Martinsville, WV 26155</p>	<p>126-18-4. Guidelines (Con't.) We believe we can teach student responsibility, self-discipline and good work habits by being permitted to deny course credit for excessive absences and/or tardies. (Currently there are no significant consequences to use for excessive tardies and/or absences). This consequence supports the School-To-Work program. States such as South Carolina have taken such a stand and I recommend that West Virginia do the same by permitting counties to determine the number of acceptable absences from a course in order to receive credit. It is very disappointing that such a weak policy is being considered for our state.</p>		

Date	Individual/Organization	Comments	Action/Type	Rationale
6/10/98	<p>Flicka D. Graves Attendance/So. Services Raleigh County Schools 115 Austin Ave. Beckley, WV 25801</p>	<p>§126-81-4. Guidelines (Con't.)</p> <p>4.1.2. - Is covered in 4.4.2. Again, one time will suffice. 4.2.2. - Should not be in <u>ATTENDANCE</u> Policy. Should be covered in Home/Hospital Policy. 4.2.4. - This item makes me quiver. What is to be appealed? Whether or not they must attend school (covered in law - appeal is in court)? Whether absence is excused or unexcused (should be covered in definition of excused/unexcused absence. If a doctor's excuse is presented, unexcused changed to excused)? Final appeal should be with principal who should follow law and policy regarding excused/unexcused absences. If this item is implemented I see students missing tens of days all of which will be excused. Also students with "powerful" parents will appeal and, of course, prevail. The meek, mild student who has no advocate will get the shaft, as usual.</p> <p>4.3.2. - (1) is covered in 3.2.5. and 4.4.2. (2) is covered in 3.2.3.</p> <p>4.4.2. - Covered in 4.1.2. and 3.2.5.</p> <p>4.4.4. - "Procedures" should not be in <u>ATTENDANCE</u> Policy. A number of personnel have contact with community agencies and have implemented their own "procedures" with agency staff. Reporting abuse is mandated in the law so that takes care of abuse. This is simply a step that would add another layer to the bureaucracy.</p>		

Date	Individual/Organization	Comments	Action/Type	Rationale
6/29/98	Mary Ann Busey Assistant Superintendent Hancock County Schools 104 Court Street New Cumberland, WV 26047	<p>§126-81-4. Guidelines (con't.)</p> <p>4.2.4 - Eliminate - either in school or not - don't need more ways to provide excuses.</p>		
6/29/98	Lyn Guy Superintendent Monroe County Schools Box 330 Union, WV 24983	<p>Would like to see state illustrate excused absences since this needs to be uniform from county to county. Also - corrective plans need to be able to have truth in them - if absences are excessive - schools should be able to require detention after school or on Saturday - also loss of credit for a class should occur. Current policy punishes teachers when student is absent excessively unexcused.</p>		
6/24/98	Terry Ann Glover Coordinator, School-to-Career; Alternative Educ. Wetzel County Schools 333 Foundry Street New Martinsville, WV 26155	<p>Good, but let's determine up front what the state will uphold on attendance. We have had <u>numerous</u> policies, and we didn't get state support when they were challenged. Let's raise the bar!! (Goals 2000).</p>		
7/11/98	Bennie Thomas Attendance Director Cabell County Schools 620 20th Street Huntington, WV 25703	<p>126-81.5. Policy Development</p> <p>All excuses must be written.</p>		

POLICY 4110: ATTENDANCE POLICY
COMMENTS/SUGGESTIONS

Done

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

Individual/Organization: Bill Seibert / Jefferson High School

Title: LD Teacher

Street Address: Rt 1 Box 83
City/State/Zip: Shenandoah Jct., WV 25442

Comments/Suggestions

126-81-1. General

I recommend that the WVDE include in its policy a phrase

126-81-2. Rationale

or clause giving County Boards of Education ~~to~~ the power to set

126-81-3. Responsibility

limits on the number of ~~excused~~ or unexcused absences for students

126-81-4. Guidelines

and ~~when and to take away credit~~ to withdraw the student, ^{state that} or the student loses credit and is withdrawn.

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

POLICY 4110: ATTENDANCE POLICY
COMMENTS/SUGGESTIONS

Done

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

Individual/Organization:
Suzanne Swartz
Jefferson High School
Jefferson County Schools
Title: Teacher

Street Address: Rt 3 Box 394
City/State/Zip: Kearneysville, WV 25430

Comments/Suggestions

126-81-1. General

It has come to my attention that a clause has been omitted that would allow school systems to implement an attendance requirement to receive class credit. (Must not be absent more than x number of days to receive credit).

126-81-2. Rationale

I feel this is an important and integral clause. It would improve attendance in school thereby contributing to more academic success. Please reinstate this clause

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

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

Done

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

Individual/Organization:
Diane Richards-Cook
Jefferson High School

Title:
Teacher

Street Address: Rt. 1 Box 03
City/State/Zip: Shenandoah Junction, WV 25442

Comments/Suggestions

126-81-1. General

Students should be dropped from enrollment upon missing 15 days per semester. Students should not be able to

126-81-2. Rationale

continue missing unlimited days without penalty.

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**

Done

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

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

Individual/Organization: Bryan Thompson

Title: Director of Attendance, Jackson County Schools

Street Address: P. O. Box 770 **City/State/Zip:** Ripley, WV 25271

Comments/Suggestions
126-81-1. General
126-81-2. Rationale
126-81-3. Responsibility 3.2.F The requirement of a semester of school attendance <u>without any unexcused absences during that semester</u> for reinstatement of a revoked driver's license. By adding the underlined phrase the policy will accomplish our goals.
126-81-4. Guidelines

Done

POLICY 4110: ATTENDANCE POLICY
COMMENTS/SUGGESTIONS

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

Individual/Organization: Paul E. Barcus, Jr. - Wetzel Co. Schools

Title: Assistant Superintendent

Street Address: 333 Foundry St. City/State/Zip: New Martinsville WV
26155

Comments/Suggestions	
126-18-1. General	
126-18-2. Rationale	
126-18-3. Responsibility	Why was this section changed from what was submitted by the statewide study committee? 1) An additional section should be added so that every county can establish applicable rules concerning what level number of absences is acceptable before a student can earn credit. 2) Such a statement would be established on a semester basis.
126-18-4. Guidelines	

Why was this section changed from what was submitted by the statewide study committee?
1) An additional section should be added so that every county can establish applicable rules concerning what level number of absences is acceptable before a student can earn credit. 2) Such a statement would be established on a semester basis.

Done

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

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

Individual/Organization: Donna Davis

Title: Director, Office of Accreditation

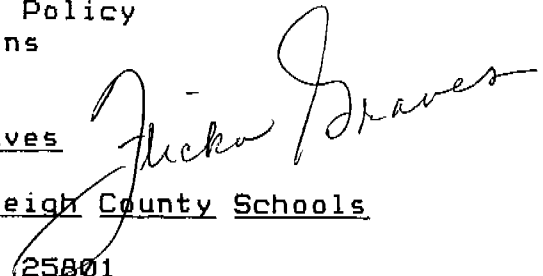
Street Address: _____ City/State/Zip: _____

Comments/Suggestions
126-81-1. General
126-81-2. Rationale
126-81-3. Responsibility
126-81-4. Guidelines Distinguish which on-site review teams will review the attendance policy.

Done

Policy 4110: Attendance Policy
Comments/Suggestions

Individual/Organization: Flicka D. Graves
Title: Attendance/Social Service - Raleigh County Schools
Address: 115 Austin Ave., Beckley, WV 25801



Comments/Suggestions

126-81-1. General

126-81-2. Rationale

126-81-3. Responsibility

- 3.2.4. - should not be included in ATTENDANCE Policy. I thought reporting drop outs was a function of Guidance. Why should two departments make the same report.
- 3.2.5. - is also mentioned in 4.3.2. and 4.4.2. Including it once is enough.
- 3.2.3. - is covered in 4.3.2. Once is enough.

126-81-4. Guidelines

- 4.1.2. - is covered in 4.4.2. Again, one time will suffice.
- 4.2.2. - should not be in ATTENDANCE Policy. Should be covered in Home/Hospital Policy.
- 4.2.4. - This item makes me quiver. What is to be appealed? Whether or not they must attend school (covered in law - appeal is in court)? Whether absence is excused or unexcused (should be covered in definition of excused/unexcused absence. If a doctor's excuse is presented, unexcused changed to excused)? Final appeal should be with Principal who should follow law and policy regarding excused/unexcused absences. If this item is implemented I see students missing tens of days all of which will be excused. Also, students with "powerful" parents will appeal and, of course, prevail. The meek, mild student who has no advocate will get the shaft, as usual.
- 4.3.2. - (1) is covered in 3.2.5. and 4.4.2. (2) is covered in 3.2.3.
- 4.4.2. - covered in 4.1.2. and 3.2.5.

4.4.4. - "procedures" should not be in ATTENDANCE Policy. A number of personnel have contact with community agencies and have implemented their own "procedures" with agency staff. Reporting abuse is mandated in the law so that takes care of abuse. This is simply a step that would add another layer to the bureaucracy.

Comments:

I saw few real differences in substance in the new 4110 and the old 4110. A difference in format, that is all.

There was an abdication of responsibility in defining excused/unexcused absences. The definition section in the old 4110 was lucid, succinct and helpful so, of course, it was omitted in the new, improved policy. The definitions made a statement, took a stand and we certainly don't want to do that!

Another colossal waste of staff time and taxpayer money.

To:
Therese M. Wilson
Director
WVDoE
Bldg. 6, Room B-057
1900 Kanawha Blvd, E
Charleston, WV 25305-0330

POLICY 4110: ATTENDANCE POLICY
COMMENTS/SUGGESTIONS

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

Individual/Organization:

Jonathan Bradley - Huntington H.S. -

Title:

Asst. Principal -

Street Address: #1 Highlander Way Hunt, W.V. 25701

City/State/Zip:

(1-304-528-6403)

Comments/Suggestions

126-81-1. General

126-81-2. Rationale

126-81-3. Responsibility

4.2.4 - what + why would you have to have an "appeal process"?

126-81-4. Guidelines

Until there is real "meat" or consequences for compulsory attendance, we are very limited in what we can do. Cut H.S. credit if absence too much. Get laws that require judges to support truancy laws. Open juvenile detention centers that includes habitual truants. Do NOT penalize schools for drop outs after the age of 16. ~~It~~ If not dropping out

is important → Change the age to 18 or graduation.

Comments/Suggestions
Policy 4110: Attendance Policy
Page 2

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

Allow school administrators to set up
and use real alternative schools
for attendance problems.

Every one says "work on attendance"
but there is nothing that is really
available to force attendance, especially
now that the judges won't even accept
truancy petitions. Sending them to DHS
is totally ineffective!!

POLICY 4110: ATTENDANCE POLICY
COMMENTS/SUGGESTIONS

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

Individual/Organization: Karen Bryant

Title: LD teacher

Street Address: Rt. 3 Box 1016
City/State/Zip: Harpers Ferry, WV 25425

Comments/Suggestions

126-81-1. General

126-81-2. Rationale

126-81-3. Responsibility

126-81-4. Guidelines

126-81-5. Policy Development

Reinstate that at a certain # of absences a student can be removed from rolls if credit lost

RETURN COMMENTS BY JULY 12, 1988 TO:

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

Done

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

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

Individual/Organization:

David S. Hypes

Title: *Asst. Prin. Richwood H.S.*

Street Address: *1 Valley Ave.*

City/State/Zip: *Richwood, WV 26261*

Comments/Suggestions

126-81-1. General

*3.2.7 Reads - semester of Attendance
to Reinstate Dr. License.*

126-81-2. Rationale

*A semester is too long. To a child this is so much
time that they have nothing to look forward to. If they "give-up" then*

126-81-3. Responsibility

they are hard to Deal with.

It should read 45 days without an Unex. Absence.

126-81-4. Guidelines



Done

POLICY 4110: ATTENDANCE POLICY
COMMENTS/SUGGESTIONS

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

Individual/Organization: Edward E. Glover, Wetzel County Schools

Title: Chief Instructional Leader

Street Address: 333 Foundry Street City/State/Zip: New Martinsville, WV 26155

Comments/Suggestions
126-18-1. General
126-18-2. Rationale
126-18-3. Responsibility (see reverse side of this sheet for comments)
126-18-4. Guidelines

126-18-3 Maintaining respectable student attendance, especially at the adolescent level, is becoming more and more difficult! Counties need help. In my 32 years in education in this county, we have developed 2-3 very effective policies. These policies were reviewed by our attorneys, approved by our board, and approved by the appropriate personnel at the West Virginia Department of Education. The problem has been that the first time it is tested by a single disgruntled parent, we were then told our policy was out of compliance.

In order for a county to design and implement an effective attendance policy that complies with 3.1 of this proposed policy, our state needs to permit individual counties to set the limits. If this cannot be done, then I would suggest the state set the limits for statewide uniformity and implementation. To be effective, we have to set limits for the adolescent age group. Counseling, rewards, encouragement, parental assistance, etc. is no longer effective for this age group in our present society.

Without this provision (setting the maximum number of absences that are permitted in order for a student to still earn credit for a class in a semester), a policy will not be effective. Our students are just now becoming aware of the importance of attendance and maintaining their operator's license. Why is this? It's because there are limits set as to how many unexcused absences are permitted. I've been told one or two states have set statewide requirements (number of absences permitted).

POLICY 4110: ATTENDANCE POLICY
COMMENTS/SUGGESTIONS

Done

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

Individual/Organization:
Mariland Univ.

Title: Teacher - Jefferson High School

Street Address: Shenandoah Junction, WV 25442
City/State/Zip:

Comments/Suggestions

126-81-1. General

Please put into policy -
the clause that will
allow a school system
to make a statement when a
student has excessive
absences; the clause
you discussed previously -
but deleted. Please
put back in policy

126-81-2. Rationale

126-81-3. Responsibility

126-81-4. Guidelines

No credit for excessive
absences!

126-81-5. Policy Development

RETURN COMMENTS BY JULY 12,
1998 TO:

Therese M. Wilson
Director
West Virginia Department of Education
Building 6, Room 8-057
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305-0330

Done

POLICY 4110: ATTENDANCE POLICY
COMMENTS/SUGGESTIONS

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

Individual/Organization: TERRY ANN GLOVER, WETZEL COUNTY SCHOOLS

Title: COORDINATOR SCHOOL-TO-CAREER/ALTERNATIVE EDUCATION

Street Address: 333 FOUNDRY ST. City/State/Zip: NEW MARTINSVILLE, WV 26155

Comments/Suggestions	
126-18-1. General	GOOD POLICY, BUT WE <u>MUST</u> SET ATTENDANCE STANDARDS IF STUDENTS ARE TO RECEIVE CREDIT. ATTENDANCE IS THE HEART OF KEEPING A JOB, AND WE <u>MUST</u> INSTILL THAT TO OUR YOUTH. THE COUNTIES SHOULD BE ABLE TO SET REASONABLE STANDARDS (NO. OF DAYS MISSED) & THE STATE <u>MUST</u> UPHOLD THEIR POLICY. WE <u>MUST</u> WORK TOGETHER. (ADDRESSES GOALS 2000, SENATE BILL 300, + S-T-W)
126-18-2. Rationale	GOOD WORDING, BUT WE <u>MUST</u> INSIST THAT STUDENTS ATTEND & WE <u>MUST</u> WORK TOGETHER, POSSIBLY AS A STATE, TO DETERMINE WHAT IS REASONABLE. POSSIBLY WE NEED TO SEEK INPUT FROM BUSINESS/INDUSTRY/LABOR AND THEIR POLICIES ON ATTENDANCE.
126-18-3. Responsibility	SOME PROVISION NEEDS TO BE PUT INTO THE STATE POLICY TO INSURE THAT COUNTIES CAN <u>ENFORCE</u> THEIR POLICY ON DAYS MISSED AND TARDIES. WE <u>MUST</u> PREPARE STUDENTS FOR THE REAL WORLD.
126-18-4. Guidelines	GOOD, BUT LET'S DETERMINE UP FRONT WHAT THE STATE WILL UPHOLD ON ATTENDANCE. WE HAVE HAD <u>NUMEROUS</u> POLICIES, AND WE DIDN'T GET STATE SUPPORT WHEN THEY WERE CHALLENGED. LET'S RAISE THE BAR!! (GOALS 2000)

POLICY 4110: ATTENDANCE POLICY
COMMENTS/SUGGESTIONS

Done

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

Individual/Organization:
David Pugh

Title: TEACHER / JEFFERSON High

Street Address: 2022 Ashley Dr
SHEPHERDSTOWN, WV
City/State/Zip: 25443

Comments/Suggestions

126-81-1. General

126-81-2. Rationale

126-81-3. Responsibility

126-81-4. Guidelines

126-81-5. Policy Development

IF THE EDUCATIONAL SYSTEM IS MOVING TOWARD A "SCHOOLS TO WORK" PHILOSOPHY THEN FOR SECONDARY STUDENTS A REALISTIC ATTENDANCE POLICY IS APPROPRIATE. WHEN AN EMPLOYEE MISSES TOO MANY DAYS THEY LOSE THEIR JOB. THE SAME THINKING SHOULD APPLY FOR CLASS/CREDIT. DETERMINE WHAT THE BUSINESS COMMUNITY CONSIDERS (DAYS) UNACCEPTABLE AND USE IT. THIS IS NOT A GAME!

Thanks,
D Pugh

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

Done

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

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

Individual/Organization: Larry West

Title: Principal

Street Address: 20 East Benj. Dr. City/State/Zip: New Martinsville, WV
26155

Comments/Suggestions
126-18-1. General
126-18-2. Rationale
126-18-3. Responsibility <i>It is important that schools & counties be able to set acceptable absence limits for credit that students earn.</i>
126-18-4. Guidelines

Done

POLICY 4110: ATTENDANCE POLICY
COMMENTS/SUGGESTIONS

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

Individual/Organization: Jane Beckett

Title: Principal

Street Address: NC60 Box 170 City/State/Zip: Reader, WV 26167

Comments/Suggestions
126-18-1. General
126-18-2. Rationale
126-18-3. Responsibility <i>Courtesy school systems should be allowed to establish a limit on the number of absences a student has and link it directly to whether or not credit is awarded for the course. Students have learned how to work the system since elementary school attendance is tied to nothing except to take their parents to court and the</i>
126-18-4. Guidelines <i>courts give them a slap on the hand and say "Keep your child in school."</i>

Done

POLICY 4110: ATTENDANCE POLICY
COMMENTS/SUGGESTIONS

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

Individual/Organization: Lyn Guy Monroe County Schools

Title: Superintendent

Street Address: Box 330 City/State/Zip: Union, WV 24983

Comments/Suggestions
<p>126-81-1. General</p> <p>WORKPLACE SKILL OF REGULAR ATTENDANCE needs to be cultivated in school - policy has no bite in it.</p>
<p>126-81-2. Rationale</p> <p>OK</p>
<p>126-81-3. Responsibility</p> <p>World like to see state illustrate excused absences since this needs to be uniform from county to county</p>
<p>126-81-4. Guidelines</p> <p>Also - corrective plans need to be able to have teeth in them - if absences are excessive - schools should be able to require detention after school or on Saturday - also loss of credit for a class should occur - current policy punishes teachers when student is absent excessively, reversed.</p>



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

Done

POLICY 4110: ATTENDANCE POLICY
COMMENTS/SUGGESTIONS

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

Individual/Organization: Hancock County

Title: Asst Supt

Street Address: 104 Court St City/State/Zip: New Cumberland, WV
26047

Comments/Suggestions
126-81-1. General
126-81-2. Rationale
126-81-3. Responsibility 3.2.7 - Eliminate - causes more problems Should we be involved with driver's licenses?
126-81-4. Guidelines 4.2.4 - Eliminate - either in school or not - Don't need more ways to provide excuses

Done

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

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

Individual/Organization: Rebecca H Goodwin / Kanawha County Schools

Title: ASSISTANT Superintendent

Street Address: 200 Elizabeth Street City/State/Zip: Charleston, WV 25311

Comments/Suggestions
126-81-1. General
126-81-2. Rationale
126-81-3. Responsibility <u>What consequences are permitted for students who exceed "reasonable limits"?</u>
126-81-4. Guidelines <u>No provision is made for consequences for those chronic truants who do not respond to incentives or programs that are positive in nature. Unfortunately, these students exist and need an education.</u>

Done

POLICY 4110: ATTENDANCE POLICY
COMMENTS/SUGGESTIONS

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

Individual/Organization: Charles T Husko

Title: Attendance Director - Marion County

Street Address: Rt. 9 Box 487 City/State/Zip: Fairmont WV
26554

Comments/Suggestions	
126-81-1. General	(Good)
126-81-2. Rationale	4 th (Good) sentence - Daily attendance is (Required) removed necessary. (Add required)
126-81-3. Responsibility	3.2.5 development of a process to notify students and their parents/guardians (of the provisions of county Attendance Policy and of their responsibility and accountability for regular school attendance) (Needs Added) Excellent
126-81-4. Guidelines	Excellent

Done



CABELL COUNTY SCHOOLS
LEARNING COMES FULL CIRCLE.

620 20th Street • Huntington, WV 25703 • TEL: (304) 528-5000 • FAX: (304) 528-5080

M E M O R A N D U M

To: Theresa Wilson
From: Bennie Thomas
Subject: Attendance Policy Comment
Date: July 10, 1998

1. Credit should be withheld for non-attendance, zero credit or failing grade given for unexcused absences
2. Make-up work should not be given for unexcused days
3. Only five days allowed to change an unexcused absence to an excused absence
4. A maximum number of parent excuses be accepted (i.e. five per year)
All other absences must be verified by physician, court, school approved, etc.
5. All excuses must be written

SUPERINTENDENT OF SCHOOLS
Richard Jefferson

ASSISTANT SUPERINTENDENTS
David L. Roach • William A. Smith

BOARD MEMBERS

Mr. Joseph M. Farrell, Jr., President • Mrs. Anita C. Adkins • Mr. Rex Bartholomew • Mr. George D. Clark • Mrs. Toby Werthammer

Done

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

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

Individual/Organization: Stephen F. Goffreda/Roane County Schools

Title: Superintendent/
Director of Student Services and Attendance

Street Address: P.O. Box 609 **City/State/Zip:** Spencer, WV 25276

Comments/Suggestions

126-81-1. General

The policy that this proposed policy is attempting to replace [WV 126CSR81, filed 08/08/89] was a good policy that worked effectively together with state statutes. This policy, it appears, weakens the position of Attendance Directors, especially with the removal of a consistent definition of excused absences. The 1994 attempt to revise 4110 was much more thorough.

126-81-2. Rationale

The rationale is satisfactory.

126-81-3. Responsibility

Reasonable limits for student absences are already defined in State Code. §126-81-3.1 may result in County Boards setting inconsistent limits across the state, and some county policies may deviate from State Law inadvertently. Section 3.2.7 also deals with reinstatement of a revoked driver's license, but does not address requirements for initial verification of enrollment.

126-81-4. Guidelines

If the State Board Policy is going to prescribe what components a county philosophy is to contain, it might as well simply promulgate the philosophy for each county. When one is empowered to develop one's own philosophy, yet the components are prescribed, a prototype model would be better suited. Most important: It was helpful to have the State Board Policy

define what constitutes an excused and unexcused absence. The requirement to define "extenuating circumstances" for home/hospital instruction is too ambiguous to document. Usually this is prescribed by a health professional. Ideas for "incentives" to maintain and improve attendance would be helpful if they are mandated to be part of a County Board policy; perhaps this is getting too much involved in local school operations.

126-81.5. Policy Development

The mandates of this policy appear somewhat unreasonable, and will cause this policy to replace a good policy that only needs to be fine-tuned. We have made much progress during the late 1990's with State Law, and the 1994 attempt to revise Policy 4110 was much more thorough and supportive of the efforts of Attendance Directors.

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

128-81-4 (Continued):

What is the "appeal process" for? The legal system has the appeal process built in. This provision may create another opportunity to weaken the authority of school administrators to enforce the law.

The wording/sequence of 4.3.2 and 4.3.1 need to be reversed to make more sense. One must monitor the absences before notifying the parents about them.

4.4.1 calls for alternative plans and programs that are positive in nature. This, once again, is quite ambiguous, and perhaps interferes in school operations unnecessarily.

4.4.3 doesn't explain what it expects with regard to interagency involvement.

Overall, though this policy certainly is well-intentioned, it needs to go back to the drawing board. It may set us back on the progress we have made, and it asks to document several components that are somewhat ambiguous. I have attached a copy of our current policy which is modeled after the current 4110 and the great revisions to 4110 proposed in 1994. Thanks for considering our ideas!

COMPULSORY STUDENT ATTENDANCE

RATIONALE AND PHILOSOPHY

The Roane County Board of Education believes that regular attendance is a requirement for the delivery of formal education to the county's public school students. The basic intent of this attendance policy is to promote school attendance and meet the individual needs of students to help them reach their potential. Since programs of studies are planned and learning outcomes taught so that each day's work builds on work previously completed, all students are expected to attend school regularly and to be on time for classes. A direct relationship exists between good attendance, student performance, graduation, and good work habits in the marketplace.

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

1. Create a positive school climate conducive to learning.
2. Help students develop responsibility, self-discipline, and good work habits.
3. Develop a system enlisting parental support for regular school attendance.

RESPONSIBILITY

The Roane County Board of Education has the responsibility to encourage student attendance, motivate daily attendance, and specify components used by the respective schools to implement this attendance policy.

The *Director of Student Services and Attendance* shall diligently promote regular school attendance, ascertaining reasons for inexcusable absences from school of pupils of compulsory school age and students who remain enrolled beyond the sixteenth birthday. He/she shall prepare attendance reports and such other reports as the *County Superintendent* may request.

Each *Principal* has the responsibility to implement this policy through the following actions:

1. Appointment of a designated *School Attendance Coordinator (Principal or designee)* who collects classroom attendance data and makes appropriate referrals to the *Director of Student Services and Attendance*.
2. Providing students and parents with a copy of the policy.
3. Appointment of a school based attendance committee if determined to be a school need by the *Principal*.

4. Maintain current and accurate attendance records and related documentation which include:
 - a. a register of attendance for every student enrolled in the school
 - b. documentation of excused and unexcused absences
 - c. procedures for effectively communicating with parents regarding excused and unexcused absences
 - d. timely referrals to the *Director of Student Services and Attendance*
5. Reporting all school dropouts each month to the Department of Education.
6. Comply with the provisions of *West Virginia State Law §18-8-11* regarding the reporting of school attendance as a condition of licensing for the privilege of operation of a motor vehicle.

PRINCIPLES OF OPERATION

Compulsory school attendance shall begin with the school year in which the sixth birthday is reached prior to the first day of September of such year *or upon enrolling in a publicly supported kindergarten program* and continue to the sixteenth birthday or for as long as the student shall continue to be enrolled in a school system after the sixteenth birthday (*§18-8-1a*). Each school should identify preventive and educative procedures including incentives to maintain and improve attendance using the following definition for excused and unexcused absences.

EXCUSED ABSENCES

Each school is required by the school laws of West Virginia to carefully monitor the attendance of its students. Absences are excused *only when they meet the conditions set forth by the policies of the Roane County Board of Education*. The following are definitions which shall be used for determining an excused or unexcused absence:

1. Illness or injury of the student with a doctor's written verification.
2. Medical or dental appointment which cannot be scheduled outside of the school day with a doctor's or dentist's written verification.
3. Illness of the student verified in writing by the parent not to exceed three (3) consecutive days or a total of five (5) days per semester. *If a child is absent for more than three (3) consecutive days or for more than five (5) days in any semester, a doctor's note is required for such absences.*

4. Illness or injury in the family when the student absence is verified in writing as essential by a doctor.
5. Home fire, flood or other emergency absence *approved by the Principal*.
6. Death in the family with a limit of three (3) days except in extraordinary circumstances. "Family" will be defined as mother, father, brother, sister, grandmother, grandfather, aunt, uncle, brother-in-law, sister-in-law, brother's children, sister's children, student's children, or any person living in the same household.
7. Educational leaves *with prior approval by the Principal*, which must include *prior submission and approval of an educational plan detailing objectives and activities*. Verification of the implementation of the educational plan is required upon the student's return. Any request for more than ten (10) days must be approved by the Roane County Board of Education.
8. School approved curricular or extracurricular activities.
9. Legal obligations with written verification.
10. Failure of a bus to run or extremely hazardous conditions.
11. Observance of religious holidays.
12. Handicapped students' absences should be addressed in accordance with the *Regulations for the Education of Exceptional Students (West Virginia State Board of Education Policy §2419)*.

UNEXCUSED ABSENCES

Any absence not meeting the above requirements shall be considered an unexcused absence. Unexcused absences may be reported to the Director of Student Services and Attendance to determine if further action is necessary. Parents have the right to appeal the application of this policy through the *Appeals Procedure for Citizens (West Virginia State Board of Education Policy §7211)*.

ATTENDANCE AUDITS

All *teachers and School Attendance Coordinators* have the responsibility to encourage student attendance, involving parents as necessary. Classroom attendance data is to be accurately maintained, with punctual referrals made to the *Principal and Director of Student Services and Attendance* when students fail to abide by establish attendance policies.

Teachers and/or School Attendance Coordinators should conduct attendance audits in a timely manner to insure that the requirements of *Roane County Board of Education Policy IDCE* are being met. For any student who has been absent for *ten (10) or more days during the school year*, teachers should audit the records of such students using the attendance notes on file. The nature of each absence should be verified in sequence with documented absences to determine the number of excused and unexcused absences. Teachers should initiate communication with the parent(s) of any students exhibiting excessive absences prior to the referral to the Principal for a formal procedures to be initiated. Documentation of communication with the home must be maintained. These materials may be used in court.

MISSED WORK

Within the following timelines students are responsible for all work missed during an absence. There may be no withholding of credit and/or grades unless the student, after given an opportunity to make up the work, fails to do so.

1. Upon return to school, a student will be granted one additional full day for each day's absence to complete work missed during such absence.
2. Upon teacher approval, additional time may be granted to complete work missed by documenting and signing an agreement with the teacher, which shall be retained by the teacher until all final grades are calculated at the conclusion of the school year.

CORRECTIVE MEASURES

The Roane County Board of Education has promulgated the following corrective measures, designed to meet the developmental needs of students:

1. School officials should design alternative plans and programs for individual students that are positive in nature and encourage improved attendance.
2. School officials in cooperation with the *Director of Student Services and Attendance* must develop procedures for the notification of parents/guardians when the potential exists for unexcused absences, and procedures for securing parental involvement for improvement. This may include telephone calls and home visits. This must include written correspondence and conferences with cooperating parents and students.
3. School officials in cooperation with the *Director of Student Services and Attendance* must develop procedures for providing adequate counseling for problems related to attendance. This may include conferences with *teachers, School Attendance Coordinators, Guidance Counselors, Principals* and/or the *Director of Student Services and Attendance*.
4. School officials should develop procedures for ensuring appropriate academic placement of students.
5. The *Director of Student Services and Attendance* must develop procedures for ensuring that county social and attendance services comply with applicable *West Virginia State Laws*.

TRUANCY/DROPOUT DIVERSION

The Roane County Board of Education authorizes and encourages middle & secondary schools to adopt truancy/dropout diversion plans which formalize the **CORRECTIVE MEASURES** listed above, and include the following components:

1. Provisions for the support of specifically-identified teachers, counselors and administrators charged with the responsibility for identifying students with attendance problems, providing early intervention strategies and family involvement.
2. Provisions for addressing truancy problems with students, parents, teachers, counselors and administrators through joint conferences and/or home visits.
3. Provisions for making referrals within the school system for testing and evaluation, psychological services, health services, special placement and/or tutoring.
4. Provisions for referring students and parents for services available within the community from the *Department of Health and Human Resources*, mental health facilities, family services, higher education centers, and private counseling.
5. Provisions for working with the local court system when a pattern of truancy is first established to meet specified behavior and academic requirements.
6. Provisions for transferring repeated dropouts to the *Roane County Alternative Learning Center* until they meet specified attendance, behavior, and academic requirements to warrant their readmittance to their home school. A 92% attendance rate coupled with behavioral and academic criteria established by the Alternative Learning Center will be required. "Repeated dropouts" shall be defined as students who have withdrawn from school more than once during the current school year.

EDUCATION OF HOMELESS CHILDREN AND YOUTH

As required by West Virginia State Law §18-8-4, the Director of Student Services and Attendance shall serve as the liaison for homeless children and youth.

Source: Board of Education Minutes
Date: June 12, 1997
Legal References: **School Laws of West Virginia/§18-8-1, 18-8-1a, 18-8-2, 18-8-3, 18-8-4, 18-8-5, 18-8-7, 18-8-8, 18-8-11**
West Virginia Board of Education Policy/§4110

LEGAL PROCEDURES FOR ROANE COUNTY BOARD OF EDUCATION POLICY IDCE

STEP 1 §18-8-5 Duties of principal...

When? Pupil has accumulated 5 unexcused absences during the semester.
What? Letter will be sent from the school inviting parent(s)/pupil to conference to determine which absences can be excused, check the accuracy of the attendance record, and discuss ways to help improve the child's attendance.
Who? Principal

STEP 2 §18-8-5 Duties of principal...

When? Pupil has accumulated 5-9 unexcused absences during the semester.
What? Principal conducts conference with parent(s)/pupil, providing that parent(s) respond to invitation.
Who? Principal

STEP 3 §18-8-5 Duties of principal...

When? Pupil has accumulated 5 consecutive or 10 total unexcused absences during the school year.
What? Principal refers student to Attendance Director on prescribed county form(s).
Who? Principal

STEP 4 §18-8-4 Duties of attendance director...

When? Pupil has accumulated 5 consecutive or 10 total unexcused absences during the school year.
What? Written notice served to parent(s) commanding conference of parent(s), accompanied by the child, with principal or designated representative, to discuss and correct the circumstances causing the inexcusable absences.
Who? Attendance Director

STEP 5 §18-8-4 Duties of attendance director...

When? Pupil has accumulated 5 consecutive or 10 unexcused absences during the school year.
What? Principal conducts conference with parent(s)/pupils, providing that parent(s) respond to invitation.
Who? Principal

STEP 6 §18-8-4 Duties of attendance director...

When? Pupil has accumulated 5 consecutive or 10 total unexcused absences during the school year.
What? If deemed necessary or helpful by Attendance Director, or if requested by Principal or Assistant Principal, home visit to parent(s) of referred pupil who has excessive unexcused absences.
Who? Attendance Director

STEP 7 §18-8-4 Duties of attendance director...

When? Parent(s) fail to attend conference with Principal.
What? Complaint made against such parent(s) before the magistrate of the county.
Who? Attendance Director

ROANE COUNTY FILE: IDCE

STEP 8 §18-8-4 Duties of attendance director...

When? Other absences from school found to be in violation of the law.
What? Complaint made against such parent before the magistrate of the county; no notice required
Who? Attendance Director

STEP 9 §18-8-4 Duties of attendance director...

When? Probable cause to believe that an offense has been committed.
What? Summons or warrant for the arrest of the accused, executed within ten days of its issuance.
Who? Magistrate

STEP 10 §18-8-4 Duties of attendance director...

When? 10 days within execution of the summons or warrant.
What? Assignment of the case to a magistrate.
Who? Magistrate Court Clerk

STEP 11 §18-8-4 Duties of attendance director...

When? Within 20 days of the assignment to the magistrate, subject to lawful continuance.
What? Hearing shall be held, providing the accused with at least ten days' advance notice.
Who? Magistrate

STEP 12 §18-8-2 Offenses; penalties; cost of prosecution...

When? Person failing to cause a child in legal or actual charge to attend school for first offense.
What? Found guilty of a misdemeanor, fined \$50-100 + prosecution costs, or accompany child to school tfn.
Magistrate may delay imposition of fine for sixty school days, with delayed sentence suspended and not enacted, provided the person is in attendance every day during the sixty-day period..
Who? Magistrate

STEP 13 §18-8-2 Offenses; penalties; cost of prosecution...

When? Person failing to cause a child in legal or actual charge to attend school for second offense.
What? Second offense fined \$50-100 + prosecution costs, or accompany child to school tfn, or jailed 5-20 days.
Every day a child is out of school constitutes a separate offense.
Who? Magistrate

STEP 14 §18-8-11 School attendance as condition of licensing for privilege of operation of motor vehicle...

When? Any student fifteen years of age but less than eighteen years of age withdraws from school; withdrawal defined as more than ten consecutive or fifteen total unexcused absences during a school year.
What? School officials will document withdrawal on the prescribed form, which will be forwarded to the Attendance Director to notify the Division of Motor Vehicles, so that the drivers license of the student may be suspended.
Who? Principal and Attendance Director

Done

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

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

Individual/Organization: Susanna Villers/Wetzel County Schools

Title: Attendance Director

Street Address: 333 Foundrty St. **City/State/Zip:** New Martinsville, WV 26155

Comments/Suggestions
126-18-1. General
126-18-2. Rationale
126-18-3. Responsibility

This section does not show any commitment on the state level to uphold policies designed by counties to address good attendance practices of students. Without that commitment, counties have no backing for a policy and can be over turned as soon as one parent files a complaint at the state level.

126-18-4. Guidelines

We believe we can teach student responsibility, self-discipline and good work habits by being permitted to deny course credit for excessive absences and/or tardies. (Currently there are no significant consequences to use for excessive tardies and/or absences). This consequence supports the School-To-Work program. States such as South Carolina have taken such a stand and I recommend that West Virginia do the same by permitting counties to determine the number of acceptable absences from a course in order to receive credit. It is very disappointing that such a weak policy is being considered for our state.