

Student Attendance Policy

1.0 PHILOSOPHY

- 1.1 The Monroe County Board of Education believes that regular school attendance correlates with success in the classroom. Failure of regular attendance interferes with successful learning and can result in failure to acquire needed basic skills and needed credentials for employment, higher education and success in life. Not only must compulsory school attendance law be enforced, but regular attendance for all students must be encouraged and demanded. It is the responsibility of parents to require students to attend on a regular basis, to arrive on time and stay the full instructional day.
- 1.2 The basic intent of this attendance policy is to promote school attendance and help meet the needs of students in reaching their potential and desired quality of life. A direct relationship exists between good attendance and student performance, graduation and good work habits in the market place.
- 1.3 In order to create a positive, safe environment conducive to learning and committed to helping students develop responsibility, self-discipline, and other good work habits, as well as to develop a system enlisting parental support for daily attendance by students, this policy shall govern the expectation of mandatory student attendance. County school systems are monitored by the West Virginia Department of Education annually and by the Office of Educational Performance Audits periodically regarding district and school performance in attendance. For the indicator to be met, the school/county daily attendance rate must be ninety three percent (93.0 %) or above.
 - 1.3.1 The student attendance rate will be adjusted for students excluded as a result of the Productive and Safe Schools Act (W.Va. Code 18A-5-1a) school bus transportation interruptions (Policy 4110), and shortened school days as outlined in an IEP (Policy 2419).

2.0 COMPULSORY SCHOOL ATTENDANCE

- 2.1 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 until the sixteenth birthday, or for as long as the student shall continue to be enrolled in a school system after the sixteenth birthday (W.Va. Code 18-8-1a). Truancy action may be taken against the parent(s) and/or student(s) under 18 years of age, and against the student(s) 18 years or older when this policy has been violated according to attached administrative guidelines. In addition, charges of contributing to or aiding in the truancy of a student may be taken against any individual(s) who knowingly causes a student to be truant.
- 2.2 All students, upon admission to Monroe County Schools, shall complete emergency care forms listing the name of parent, guardian, or

custodian for the purpose of emergency notification.

3.0 POLICY DEVELOPMENT

- 3.1 Monroe County Schools, when revising the attendance policy, shall provide opportunities for input from teachers, principals, attendance directors, parents, and community leaders.
- 3.2 The Board of Education shall annually review the attendance policy and receive recommendations from those above.
- 3.3 Monroe County shall submit a copy of each revision of the county attendance policy to the West Virginia Department of Education.

4.0 DEFINITIONS

- 4.1 Absence -- Not being physically present in the school facility for any reason.
- 4.2 Allowable deductions--Absences resulting from school approved curricular / co-curricular activities; failure of the bus to run/hazardous conditions. Students not in attendance due to disciplinary measures and absent students for whom the attendance director has pursued judicial remedies to compel attendance (filed a criminal or juvenile petition due to provisions in WV Code 18-8-4).
- 4.3 Attendance- -For statistical purposes, attendance will be reported and aggregated to the nearest half day according to the definitions in 4.3.1 and 4.3.2.
 - 4.3.1 Full Day Attendance is being present at least 74% of the school day.
 - 4.3.2 Half Day Attendance is being present at least 50% of the school day.
- 4.4 Attendance Rate (The number of days present divided by the number of days of membership, multiplied by one hundred, equals attendance rate for students on the attendance register in classes K-12.
- 4.5 Awaiting Foster Care Placement--Any child of youth who: 1) is in the custody of the West Virginia Department of Health and Human Resources; 2) has been placed in out-of-home care; and, 3) is not in a permanent placement. This includes, but is not limited to, children and youth in family foster care, kinship care, emergency shelter care or in a facility used to provide treatment services.
- 4.6 Dropout--A dropout is an individual who:
 - 4.6.1 was enrolled in school at some time during the previous school year and was not enrolled on October 1 of the current school year: or

- 4.6.2 was not enrolled on October 1 of the previous school year although expected to be in membership (i. e. was not reported as a dropout the year before); and
- 4.6.3 has not graduated from high school, obtained a GED certificate, or completed a state-or district-approved education program; and
- 4.6.4 does not meet any of the following exclusionary conditions:
 - 4.6.4.1 transfer to another public school district, private school, registered home school, or state- or district approved education program;
 - 4.6.4.2 temporary school-recognized absence due to suspension or illness; or
 - 4.6.4.3 death
- 4.7 Drop Date - For students of compulsory school age, the dropout date is defined as the school day after the student(s) last day of attendance.
- 4.8 Early Departure -- The term early departure refers to a student leaving school less than two hours prior to dismissal bell (end of instructional day.)
- 4.9 Enrollment - A student is officially enrolled when one of the following conditions occur:
 - 4.9.1 student was enrolled the previous year;
 - 4.9.2 student appears at school to enroll with or without a parent/guardian/custodian:
or
 - 4.9.3 student and/or parent/guardian/custodian appear at school to enroll with or without records.
- 4.10 Enrollment Count--A status count that reports the number of students on the attendance register as required by the West Virginia Department of Education (hereafter WVDE).
- 4.11 Excused Absence -- Refer to Sec. 7.2 of this policy.
- 4.12 Homeless Children and Youth -- As defined in the McKinney --Vento Homeless Assistance Act, homeless means individuals who lack a fixed, regular and adequate nighttime residence and includes:
 - 4.12.1 Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternate, adequate

accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

4.12.2 Children and youth 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;

4.12.3 Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train settings, or similar settings; and

4.12.4 Migratory children who qualified as homeless because the children or youth are living in circumstances as described in the above descriptions.

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

4.14 School of Origin--As defined in subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11432 et seq.) is the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

4.15 Suspension--A temporary dismissal from school for a disciplinary infraction or a violation of school rules. WV Code 18-8-8 considers all suspensions unexcused absences.

4.16 Tardy--The term refers to a student reporting to school or homeroom up to two hours after the commencement bell (beginning of instructional day).

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

4.18 WVEIS-- West Virginia Education Information System--Computer system used by all West Virginia Schools to maintain student data.

5.0 RESPONSIBILITY

5.1 The Monroe County Board of Education has the responsibility to encourage daily attendance and mandate that the schools adequately address student absences including tardies and early departures through the implementation of this policy.

5.2 The West Virginia Department of Education has the responsibility of defining allowable deductions for purpose of state attendance reports and statistics. Absences resulting from allowable deductions shall not be calculated in the school(s)/county(s) attendance rate.

- 5.2.1 The list of allowable deductions as well as all reason codes shall be available to principals via WVEIS.
- 5.3 Monroe County Board of Education shall employ a certified county director of school attendance as required by W.Va. Code 18-8-3 as well as require the county director to implement and execute the duties as defined in W.Va. Code 18-8-4:
- 5.3.1 The county attendance director shall diligently promote regular school attendance. He/she shall ascertain reasons for absences from school of students of compulsory school age and students who remain enrolled beyond the sixteenth birthday. The attendance director shall also 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 WV Code 18-8-4.
- 5.3.2 In the event that a child accumulates five consecutive or ten total unexcused absences during a school year, the attendance director shall serve written notice to the parents, guardian, or custodian of the child that the attendance is required and that within ten days of receipt of the notice the parent, guardian, or custodian, accompanied by the child, shall report to the school the child attends for a conference with the principal or other designated representative(s) of the school in order to discuss and correct the circumstances causing the unexcused absence of the child. In the event that the child continues to have unexcused absences the attendance director shall take the appropriate action required to compel the student to attend school; this action may include, but is not limited to: a meeting with a school administrator, requesting a SAT/IEP meeting; filing a complaint against the parent before the magistrate of the county; or, filing a juvenile petition in circuit court against the juvenile for the status offense of Truancy. (WV Code 18-8-1A; 49-5-1; 49-5-7)
- 5.3.3 Each school shall have a designated school attendance coordinator (principal or designee) who collects classroom data and makes appropriate electronic referrals to the county attendance director. The name(s) of the coordinator shall be supplied in writing to the county attendance director. Also the name of the person(s), if not the principal who has been designated to schedule and/or conduct five-day meetings shall be supplied to the county attendance director, in writing.
- 5.3.4 The attendance director shall serve as the liaison for homeless children and youth as defined in W. Va. Code 18-8-4. As defined subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) as the liaison for homeless children and youth, the attendance director is required to:

- 5.3.4.1 Ensure that public notice of the educational rights of students in homeless situations is disseminated where children and youth receive services.
 - 5.3.4.2 Ensure that parents or guardians (or custodians) are informed of educational related opportunities available to their children, and are provided with meaningful opportunities to participate in the education of their children
 - 5.3.4.3 Ensure that parents or guardians (or custodians) are informed of, and assisted in accessing, all transportation services for their children, including to the school of origin.
 - 5.3.4.4 Help unaccompanied youth choose and enroll in a school, after considering the youth(s) wishes, and provide the youth with notice of his or her right to appeal the school district(s) decision
 - 5.3.4.5 Immediately assist in obtaining immunizations or records of immunizations or other medical records for those students who do not have them, and assure that the students are enrolled in school while the records are being obtained. This also applies to other records needed by the student such as birth certificates. It is the job of the school to inform the attendance director, within five school days when any student enrolls and has not supplied the appropriate records. If Special Education records are not received within two weeks, the Director of Special Education must be notified.
 - 5.3.4.6 Ensure that homeless families, children, and youth 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 education agency (Monroe County BOE) and referrals to health care services, dental services, mental health services, and other appropriate services.
 - 5.3.4.7 Ensure that the enrollment disputes are mediated as outlined in Paragraph (3)(E) of subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431et seq.)
- 5.4 Monroe County Schools shall support and require the school principal to implement and execute the duties as defined in W.Va. Code 18-8-5:
- 5.4.1 The principal shall compare school numbers with enrollment monthly.
 - 5.4.2 The principal, or designee shall contact any parent, guardian, or custodian of the student and hold a meeting with such person and the student when the enrolled

student has accumulated five unexcused absences from attendance. The principal or designee may schedule these meetings as they deem appropriate. The meetings may include other persons as deemed necessary. Upon conclusion of a five-day meeting, the principal or designee shall, within five school days, inform the county attendance director:

5.4.3 It shall be the duty of the principal or designee of each school, whether public or private, to make prompt electronic referrals to the county attendance director in all cases of unexcused absences arising within the school which require the service of the attendance director.

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

6.0 SCHOOL BASED ATTENDANCE

6.1 The principal, or designee shall be responsible for collecting all classroom attendance data and maintaining these records on WVEIS. This shall be the official student attendance. All absence, tardy and early departures shall be recorded in this system for all students assigned to the school.

6.2 The function of the school's intervention teams shall include SAT/IEP committees.

6.2.1 Frequent or excessive tardiness or early departures cannot be tolerated because they disturb the educational process of all students and the school. A tardy/early departure may be excused or unexcused dependent upon the reason for being late/leaving early. At the beginning of each school year and throughout, each principal will communicate to the parents the importance of the students arriving to school on time and remaining for the full school day. Each homeroom teacher will periodically explain to the students and parents the inconvenience and disruption caused by arriving late or leaving early. Tardies/early departures will be handled according to professional hierarchy. All schools shall have tardy/early departure procedures. Development of these procedures will involve the parent and the students and be age appropriate. These procedures will incorporate the following:

6.2.1.1 Upon late arrival or early departure, all students shall be signed in or out through the office to document the official time of arrival or departure. Students who fail to sign in shall be counted absent for the full school day.

6.2.1.2 Once a child has accumulated five (5) unexcused tardies or early departures, the principal may notify the parent in writing. Once a child has ten (10) unexcused tardies, the principal shall refer the student to the Attendance Committee, who shall contact the parent regarding the student tardiness. The Attendance Director will become involved with excessive tardies/early departures at the request of the school administrator. The Attendance Director may refer the student to other appropriate agencies as he/she deems appropriate.

6.2.1.3 Possible disciplinary action may include but is not limited to, before/after school detention, in-school detention, loss of certain privileges, including parking on school property, etc. Additional strategies may include letters home to parent, meetings with the principal or designee, lunch detention, etc.

6.2.2 Develop and establish school-based procedures regarding the make-up of class work that clearly outlines student responsibilities with respect to excused and unexcused absences, tardies and early departures where class work is missed.

6.2.3 Resolve any issue relating to an absence, tardy, or early departure as to whether it is excused or unexcused based on this policy. Keep written records of any and all decisions, with copies of decisions available for public review in the principal(s) office. Student identities shall remain private according to FERPA and student confidentiality laws and policies. Copies of decisions shall be forwarded to the superintendent's office at the end of each semester.

7.0 DEFINITION OF EXCUSED ABSENCES, UNEXCUSED ABSENCES, NON-ABSENCES, TARDIES AND EARLY DEPARTURES BOTH EXCUSED AND UNEXCUSED

7.1 All absences, tardy or early departure of student shall be recorded in the West Virginia Education Information System (WVEIS) in accordance with the definitions set forth in this policy. Student absences for failure for the bus to run due to hazardous conditions, curricular or co-curricular activities, approved homebound or hospital instruction are defined as non-absence reason for being out of school and shall be recorded as such for every student. These absence reasons will not penalize any student for any reason. Absences for extra-curricular are outlined further in this policy.

7.2 Excused Absences, Tardies, or Early Departures

- A. Illness or injury of a student requiring physicians, school administrators or school nurse's verification.
- B. Medical and/or dental appointment, which cannot be scheduled outside the school day when the physician or dentist verifies the absence in writing.
- C. Student illnesses verified by parents/guardian are not to exceed ten (10) total

days in a school year. Verification by a physician or a decision from the administrator in charge is required if the absence exceeds the above stipulations. Upon return to school, students have no more than five consecutive school days to verify illness or other reasons for the absence should there be a need to take more than five days, the principal or designee shall be contacted for permission to extend this deadline.

- D. Student absences due to health exclusion by school officials are excused. In regard to an exclusion for lice, a maximum of two (2) excused days per occurrence will be allowed to complete treatment. Additional days of absence will be unexcused per Monroe County Policy JHC-1.
- E. An illness or injury in the family may constitute an excused absence if verified by a physician with approval of the principal or designee.
- F. Calamity, such as fire in the home, flood, family emergency upon documentation and/or approval of the principal or designee.
- G. Death in the family, limited to three (3) days for each occurrence, except in extraordinary circumstances, to be approved by principal or designee. Family is defined as mother, father, brother sister, grandmother, grandfather, aunt, uncle, brother-in-law, sister-in-law, brother's child, sister's child, student's child, or any person living in the household. Funerals can be approved by school officials, such as the death of teachers or other students.
- H. Leaves for academic enhancement adhering to these stipulations:
 - i. Prior approval of administrator.
 - ii. Leave of more than ten days requires County Board approval.
 - iii. Leave must be primarily educational in nature.
- I. School approved curricular, co-curricular or extra-curricular activities. (Students must make prior arrangements with teachers for make-up work. Absences, tardies, and/or early departures due to curricular or co-curricular activities shall be reported to WVDE as non-absences and extra curricular absences shall be reported as excused absences, but will not be held against the student for attendance awards or any other legal matter.)
- J. Legal obligation with verification.
- K. Observance of religious holiday when school is in session.
- L. Handicapped students absences and/or students needing homebound instruction should be addressed in accordance with Policy 2419, Regulations for the Education of Exceptional Students, Section 1.10, Home, Hospital Instruction. Homebound Instruction shall be recorded by the school in WVEIS, but will be a non-absence for all reports.
- M. Reasons approved by the principal, Superintendent or BOE upon a student appeal.
- N. Military Obligations of student or family as documented and approved by the principal.
- O. Failure of the bus to run due to hazardous conditions or calamity; failure of the student to get to the designated bus stop due to hazardous conditions or calamity as verified by the Principal.

- 7.3 Unexcused Absence, Tardies or Early Departures: Any absence, tardy or early departure reason not meeting the above requirements shall be considered unexcused. In a situation where the absence is questionable, the principal or designee shall make a decision. Students have the right to appeal these decisions to the Superintendent and to the Monroe County Board of Education.
- 7.4 W.Va. Code 18-8-8 considers all out-of-school suspensions (OSS) unexcused absences for students. Student absences due to a (Safe Schools Violation(as defined in this policy are not held against the school. Students may not be suspended solely for failure to attend class (WV Code 18A-4-1d). Other methods of discipline may include, but are not limited to detention, extra class time, or alternative class setting (not necessarily meaning alternative school).
- 7.5 Monroe County schools shall report student attendance information, which reflects the allowable deductions as defined by the West Virginia Department of Education.
- 7.6 Students or parents have the right to appeal the application of this policy through the Appeals Procedure for Citizens available through the Board of Education Office.

8.0 HOSPITAL OR HOME INSTRUCTION

- 8.1 In cases of extended hospital confinement and/or prolonged illness at home, the parents are responsible for contacting the school. Given appropriate documentation of a medical condition, arrangements can be made for a homebound or hospital teacher to be assigned to the student. The homebound instruction program provides such students an opportunity to make up work without the loss of course credit. Homebound/hospital instruction can be provided to any student who cannot attend because of a temporary or serious health problem as certified by a licensed physician, and who is homebound for a period that has lasted or will last more than three weeks.

9.0 MAKE UP PROCEDURES FOR WORK MISSED DURING AN ABSENCE

- 9.1 Any student who anticipates being absent from school, shall in all cases possible, make prior arrangements to have the missing work completed on return to school. Students have the right to request and receive make-up work prior or during the time of their absence(s). However, requests for make-up work made after 8:30 a.m. may not be available until the next school day. A student must make up assigned work within two consecutive school days after a single day's absence. For two or more days of consecutive absence, the student has up to five (5) consecutive school days to complete the assignment. An extension of time may be granted by the principal. All make-up work shall be completed during the time allotted unless the make-up period is extended by mutual consent of the student and teacher or by appeal as described in 7.6.

- 9.2 In cases of absences in which a student does not return to school prior to the end of the school term, the student must arrange through the principal to make up missed work. The principal will establish time limits, but all work should be completed prior to the final workday for teachers.
- 9.3 The Student Assistance Team (SAT) or IEP team may refer students that have excessive absences and are failing school due to these absences to the alternative school, after every effort has been made to improve the student absences. These efforts include but are not limited to scheduling a five day meeting with the parent and student, notifying the attendance director of excessive absences, holding a meeting with the SAT or IEP team, making a referral and gaining approval of the superintendent or designee before students are placed in the alternative school. For this section excessive absence is defined as unexcused absences of more than fifteen consecutive or twenty total for the school year.

10.0 INCENTIVES TO IMPROVE ATTENDANCE

- 10.1 Schools are encouraged to develop programs and procedures as incentives to promote regular attendance in school. Additionally, schools may adopt policies designed to improve attendance that are different from or in addition to the county policy with approval from the board. Some examples may include:
 - 10.1.1 Attendance Certificates and Awards. Perfect attendance is defined as attending school for a full day for all days school is in session. Faithful attendance is defined as missing no more than a total of five full days of school. Special recognition for those students who have significantly improved attendance may be allowed.
 - 10.1.2 Special recognition to students who attain successive year's perfect attendance or one year(s) perfect attendance with no tardies or early departures.
 - 10.1.3 Recognition for those with perfect attendance each grading period by publishing in the local newspaper. Further, schools may designate particular privileges or free admission to school activities for perfect attendance.
 - 10.1.4 In an elementary school, a rotating banner for the class with the highest monthly attendance. Class attendance must be 95% or above.
 - 10.1.5 In each middle school and high school, the class with the highest yearly average may engage in a school or county wide planned activity. Class attendance must be 95% or above.
- 10.2 All awards and selections will be based on WVEIS class attendance records/registers.

11.0 STUDENT WITHDRAWAL FROM SCHOOL

- 11.1 Students who are over the age of sixteen, but who have not yet reached their eighteenth birthday may legally withdraw from school, but must have prior written permission from a parent/legal guardian. Students age 18 or older may legally withdraw themselves. (The original permission would be kept on file in the student's permanent record file: a copy will be forwarded to the Attendance Director.)
- 11.2 If a student transfers to another school, the student or his/her parent/legal guardian shall notify the home school as soon as possible after the decision is made. All bills owed must be paid and all uniforms, textbooks and assigned materials must be returned prior to departure. Any outstanding debts or materials not returned shall be referred to the magistrate for prosecution.
- 11.3 A student dropping out of school shall notify the school principal or designee and participate in an exit interview to assure the school that no materials or bills are outstanding and to document the school's attempt to meet the needs of the student and thereby prevent the dropping out. Enrollment in some G.E.D or adult basic education programs under the auspices of Monroe County School or the West Virginia Department of Education shall/may require the verification of this exit interview for enrollment.
- 11.4 Students who have previously dropped out of school may not reenter until a conference is held with the principal or designee.
- 11.5 Names of students who withdraw from school will be supplied to the appropriate agencies, e.g. Department of Health and Human Services, Department of Motor Vehicles (for student under age eighteen who possess a learners or drivers permit), Veterans Administration, Department of Social Security and Mountaineer Challenge Academy, in accordance with Family Educational Rights Privacy Act (FERPA).

12.0 REPORTING SCHOOL DROPOUTS

- 12.1 The principal or designee shall report dropouts through the WVEIS dropout data file. This information will be available to the Attendance Director, Superintendent, and other appropriate county officials and to the West Virginia Department of Education.

13.0 MAINTENANCE OF RECORDS

- 13.1 Student attendance will be taken at the beginning of each school day and will be recorded on a daily basis by the assigned individual in the WVEIS attendance system. A daily absence list shall be prepared and distributed to each teacher in the school each morning, within two (2) hours of the beginning of school. A copy of this list shall be maintained in the school office and filed with student attendance documents for the

school year. Student attendance shall be checked and recorded each class period by each teacher.

- 13.2 For any student absence, the parent/guardian/custodian will be contacted the first day absent and thereafter, as directed by the principal or designee. If the parent/guardian/custodian do not have a telephone; they may be notified by mail.
- 13.3 After the student has missed (5) unexcused absences during the school year, the school will notify the student's parent/guardian/custodian in writing of the student's absenteeism. The principal or designee shall request a meeting of the parent(s) and the student after the fifth unexcused absence in any school year. If the student is over age 18, this meeting will only need to include the student.
- 13.4 When a student has been absent for any reason, the student is to bring a note from home when returning to school. **Notes are to be returned to the school within three (3) days.** This note must include:
 - A. Student's **legal** name.
 - B. Date(s) of absence(s)
 - C. Reason(s) for absence(s)
 - D. Signature of parent, guardian/custodian, physician/designee or other legal representative.
 - E. Date of note
 - F. WVEIS number (Lunch number)
- 13.5 Schools shall maintain student absence notes during the school year in the school office in a manner that they are reasonably obtainable. These are to be maintained by the attendance director for at least one additional year.

14.0 CORRECTIVE MEASURES

- 14.1 When a student(s) absences become excessive, excused or unexcused, the student(s) progress should be reviewed by the SAT or IEP team, which includes the principal or designee and the student's classroom teacher(s). Areas of consideration might include a review of the student(s) academic progress; consideration of whether the school could develop alternative plans or programs that are positive in nature which might encourage improved school attendance; referral for counseling for problems related to attendance; referral to determine appropriate academic placement, referral to the county attendance director, referral to outside agencies for assistance and/or referral to a Multi-Disciplinary Team Meeting.
- 14.2 Schools shall assure that students with a pattern of excessive absenteeism are referred to the Attendance Committee.

- 15.0 SCHOOL ATTENDANCE AS CONDITION OF LICENSING FOR PRIVILEGE OF OPERATION OF MOTOR VEHICLE (WV Code 17B-2-3a, 17B-2-3 and 5, 17B-3-6, 18-8-3,4,5,18-2-5, 18-5-15, 18-8-1 and 2, 18A-5-1,18-8-11; WVDE Policy 2510, 4110, 4150 and 4373; Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act 42-U.S.C. 11431 et seq.)
- 15.1 Any student fifteen years of age, but less than eighteen years of age who is properly enrolled in a West Virginia public school, or who is a West Virginia resident enrolled in an out-of-state school, or who is properly enrolled in an Exemption A, B, or K non-public school may request from the attendance director or chief administrator of the appropriate school system documentation of enrollment/attendance status. This documentation must be provided on a form approved by the West Virginia Department of Education for presentation to the West Virginia Division of Motor Vehicles when making application for, or reinstatement of, an instruction permit or license to operate a motor vehicle.
- 15.2 In accordance with the provisions of W.Va. Code 17B-2-3 and 17B-2-5, the West Virginia Division of Motor Vehicles shall deny a license or instruction permit for the operation of a motor vehicle to any person under the age of eighteen who does not at the time of application present a diploma or other certificate of graduation issued to the person from a secondary high school of this state or any state, or documentation that the person: (1) is enrolled and making satisfactory progress in a course leading to a general educational development certificate (GED) from a state approved institution or organization, or has obtained such certificate; (2) is enrolled in a secondary school of this state; (3) is a West Virginia resident enrolled in an out-of-state school; (4) is excused from such requirement due to circumstances beyond his or her control; or (5) is enrolled in an institution of higher education as a full-time student in this state or any state.
- 15.3 No later than five days following appropriate due process from the date of withdrawal, the attendance director or chief administrator of the school system shall notify the West Virginia Division of Motor Vehicles of the withdrawal from school of any student fifteen years of age, but less than eighteen years of age, except as provided by W.Va. Code 18-8-11(d).
- 15.4 Satisfactory Academic Progress - attaining and maintaining grades sufficient to allow for graduation and course-work in an amount sufficient to allow graduation in five (5) years or by age nineteen (19), whichever is earlier (beginning with the completed 2009-10 school year.)
- 15.4.1 This would calculate in the minimum annual earning of five (5) credits to allow graduation in five (5) years based on the graduation requirements set in WVDE Policy 2510.
- 15.4.2 Three (3) of the five (5) credits earned annually must be from the core requirements identified in WVDE Policy 2510.

- 15.5 Withdrawal - For the purpose of drivers license eligibility, withdrawal is defined as the following reasons for which the county shall deny or revoke a Driver's Eligibility Certificate from any student at least fifteen (15) but not less than eighteen (18) years of age.
- 15.5.1 More than ten (10) consecutive or fifteen (15) total days unexcused during a school year.
- 15.5.2 Suspension pursuant to WV Code 18A-5-1a and 18A-5-1b, which include the following behaviors when committed on the premises of an educational facility, at a school sponsored function, or on a school bus:
- a. assault and/or battery on a school employee,
 - b. possessing deadly weapons,
 - c. sale of a narcotic drug,
 - d. committing an act or engaging in conduct that would constitute a felony under WV Code if committed by an adult, and/or
 - e. unlawful possession of a controlled substance governed by a uniform controlled substance act as described in WV Code 60A-1.1 et seq.
- 15.5.3 Officially withdrawing from school attendance.
- 15.6 If a student's withdrawal from school is beyond the control of the student and such student is applying for a license, the attendance director or chief administrator of the school system shall provide the student with the documentation to present to the West Virginia Division of Motor Vehicles to excuse the student from the provisions of W.Va. Code 18-8-11(d). The school district superintendent (or the appropriate school official of any private secondary), with the assistance of the county attendance director or any other staff or school personnel, shall be the sole judge of whether such withdrawal is due to circumstances beyond the control of such person.
- 15.7 Students applying for a driver(s permit should contact the school to obtain the appropriate forms. The school shall obtain the appropriate forms from the attendance director. Both the school and the attendance director shall maintain a copy of the form.
- 15.8 Students who have a revoked license for attendance must maintain satisfactory attendance during one complete semester following the revocation of his/her driver's license. Satisfactory attendance is defined by WVDE as no (zero) unexcused absences during the semester. Students must have no (zero) unexcused absences in the GED/ABE program. (Schedule to be determined by the GED administrator.)
- 16.0 FULL DAY ATTENDANCE REQUIRED
- 16.1 All students are required to attend the full day for the full year unless approved for participation in the co-operative education program, taking an approved college class, documented in an IEP, or for extenuating circumstances approved by the Monroe County Board of Education.

17.0 REPORTING UNEXCUSED ABSENCES TO COUNTY ATTENDANCE DIRECTOR

17.1 If the unexcused absences continue and equal five (5) consecutive or ten (10) total unexcused absences within a single year, the principal, or designee, shall make a referral on the appropriate form supplied by the county attendance director. Schools must schedule five day meetings and hold school intervention meetings prior to making the referral to the county attendance director. The county attendance director shall then conduct an investigation and shall serve written notice to parents/guardians/custodians as is required by law.

18.0 DISTRIBUTION

18.1 A written synopsis of this policy will be provided to all students and parents at the beginning of each school year or when they enroll in school. A synopsis of the policy will be posted in all schools and be sent in a copy of the student handbook. A copy of the full policy will be made available to the public via written media. It shall also be made available electronically through the county web page at www.monroecountyschoolswv.org.

Adopted: Board of Education Minutes 6-28-93

Revised and newly adopted April 20, 1999, September 19, 2000, July 2, 2001, October 1, 2002, August 6, 2003, August 3, 2004, March 8, 2005, August 1, 2006, July 24, 2007, June 9, 2008.

Amended June 16, 2009 to include satisfactory academic progress section (15.5)