

# STUDENTS

## 1101.00 ATTENDANCE

### A. Rationale

The Mingo County Board of Education recognizes that a direct relationship exists between daily school attendance and student performance, graduation, and good work habits. The purpose of this policy is to promote daily school attendance. Daily attendance is necessary for students to meet their school's academic program standards as each day's learning builds on the work previously completed. The intent of the Board is to increase attendance by creating a positive, safe environment conducive to learning and committed to helping students develop responsibility, self-discipline and other good work habits.

### B. Attendance Requirements

Pursuant to the state statutes §18-8-1, 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 to the sixteenth birthday or for as long as the student continues to be enrolled in the school system after the sixteenth (16<sup>th</sup>) birthday. Beginning with the 2011-2012 high school freshman cohort class of students, compulsory school attendance will continue to the seventeenth (17<sup>th</sup>) birthday.

Exemption from the requirements of compulsory public school attendance shall be granted only in accordance with §18-8-1 of the WV Code on behalf of any student for the causes or conditions set forth in this section shall be subject to confirmation by the county attendance director. (Final approval for exemption shall be given by the county superintendent).

Exemptions from attending school shall be granted only in accordance with the causes or conditions stated in Section 18-8-1 of the WV Code. All students shall be scheduled for the full instructional day for all four years. Exceptions to full day attendance may be granted in accordance with Board Policy 1105.03

1. To accommodate placement in college class when the class is taught during the school day.
2. To accommodate placement in advanced vocational/technical program when the vocational class is taught during the school day.

Each student request must be submitted to the Superintendent or his/her designee in writing and will be considered on an individual basis. The decision of the Mingo County Board of Education will be final.

## **C. Responsibilities**

The Board shall employ a certified attendance director. The attendance director shall be responsible for diligently promoting regular school attendance, ascertaining reasons for unexcused absences from school of students of compulsory school age and students who remain enrolled beyond the compulsory school age birthday. The attendance director will implement and execute the duties as defined in WVA Code §18-8-8.

The attendance director shall serve as liaison for homeless children and youth, as defined in WVA Code § 18-8-4 and the McKinney-Vento Act. Homeless Children and Youths – as defined in the McKinney-Vento Act means individuals who lack a fixed, regular, and adequate nighttime residence and includes:

- children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- migratory children who qualify as homeless because the children or youth are living in circumstances as described in the above descriptions.

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

As the liaison for homeless children and youth, the attendance director is required to:

1. ensure that public notice of the educational rights of students in homeless situations is disseminated where children and youth receive services.
2. ensure that parents or guardians are informed of educational and related opportunities available to their children, and are provided with meaningful opportunities to participate in the education of their children.
3. ensure that parents or guardians are informed of, and assisted in accessing, all transportation services for their children, including to the school of origin.
4. 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. immediately assist in obtaining immunizations or record of immunizations or other medical records for those students who do not have them, and assure that students are enrolled in school while the records are being obtained.
6. ensure that homeless children and youths are identified by school personnel and through coordination activities with other entities and agencies.
7. ensure that homeless children and youths enroll in, and have a full and equal opportunity to succeed in, schools of that local educational agency.
8. ensure that homeless families, children, and youths receive educational services for which such families, children, and youths are eligible, including Head Start and Even Start programs administered by the local educational agency, and referrals to health care services, dental services, mental health services, and other appropriate services.
9. ensure that enrollment disputes are mediated as outlined in Paragraph (3) (E) of the McKinney-Vento Act.

Each principal or designee shall be the attendance coordinator and shall be responsible for collecting attendance data, for making prompt reports to the county attendance director of students with unexcused absences and/or excessive absences, and for executing other duties as stated in Section 18-8-5 of the WV Code and State Policy 4110. The principal shall compare school numbers with school enrollment monthly.

Each parent or guardian is responsible for assuring that their child complies with the requirements of this policy, and for working with school officials. The parent or guardian shall have the responsibility of fully cooperating and completing the enrollment process by providing: immunization documentation pursuant to WV Code 16-3-4, copy of birth certificate or affidavit pursuant to WV Code 18-2-5C, signed suspension or expulsion document pursuant to WV Code 18-5-15f, and any other documents required by federal, state, and/or local policies or code.

**D. Reporting of School Drop-Outs**

The Principal or designee in each school shall enter the appropriate monthly drop-out data in WVEIS, which will be submitted to the West Virginia Department of Education. Whenever possible, an exit interview shall be held with the potential dropout student. A dropout is an individual who:

- 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
- 2) was not enrolled on October 1 of the previous school year although expected to be in membership (i.e., was not reported as a dropout the year before); and
- 3) has not graduated from high school, obtained GED, or competed a state-or-district-approved education program; and
- 4) does not meet any of the following exclusionary conditions:
  - a. transfer to another public school district, private school, registered home school, or state, or district approved education program;
  - b. temporary school-recognized absence due to suspension or illness; or
  - c. death.

Dropout Date – For students of compulsory school attendance age or older, the dropout date is defined as the school day after the student’s last day of attendance.

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.

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

1. student was enrolled the previous year;
2. student appears at school to enroll with or without a parent/guardian; or
3. student and/or parent/guardian appears at school to enroll with or without records.

**E. Maintenance of Records**

The Principal or designee in each school shall maintain accurate attendance records and related documentation. The classroom teacher shall maintain an attendance record for each student in each class. Each student’s attendance information shall be recorded in WVEIS. This shall be the official student attendance record.

**F. Excused Absences**

Absence is defined as not being present in the school facility for any reason. In accordance with Section 18-8-1 of the WVA Code, absences from school may be excused for the following reasons:

1. Illness or injury of the student. This includes medical, dental, and/or other health appointments which cannot be scheduled outside the school day. Illness and injury, or medical appointments of student may be verified by the parent, guardian, or custodian not to exceed three (3) consecutive or ten (10) total days during the school year. Verification by a health care provider will be required if absences exceed three (3) consecutive days and/or ten (10) total days.
2. Documented chronic medical condition means any physical or mental condition that may require multiple or regular absences. This

condition must be documented annually with a valid physician's note that explains the condition and anticipated impact on attendance. The necessity for the absences must be approved and reviewed quarterly by the SAT, IEP, or 504 team.

- a. Documented disability means any mental or physical impairment that substantially limits one or more major life activities and is documented annually with a valid physician's note that explains the disability and anticipated impact on attendance. The necessity for the absences must be approved and reviewed quarterly by the SAT, IEP, or 504 team.
- b. The parent will be required to submit a parental excuse for absences resulting from a documented chronic medical condition or documented disability (126-81-5.3.3.d)
- c. Documented chronic medical condition and documented disability absences(s) shall be considered an allowable deduction for purposes of this policy (126-81-5.2).

3. Illness or injury in family when a health care provider verifies student absence as essential.

4. Calamity, such as fire in the home, flood, or family emergency if verified by the Principal.

5. Death in the immediate family, maximum of three (3) days for each occurrence, except in extraordinary circumstances approved by the Principal. Family includes: mother, father, brother, sister, grandmother, grandfather, child, and spouse.

6. Death of in-laws, maximum of two (2) days for each occurrence, except in extraordinary circumstances approved by the Principal. In-laws include: father-in-law, mother-in-law, son-in-law, brother-in-law and sister-in-law.

7. Funeral of close friend or relative, limit of one (1) day for each occurrence, except in extraordinary circumstances approved by the Principal. Relatives include: uncle, aunt, nephew, niece and cousin.

8. Leaves of educational value adhering to these stipulations:

- a. prior approval of Principal
- b. prior submission and approval of educational plan detailing

objectives and activities

- c. leave or leaves not to exceed a total of five (5) days in a school year, and limited to two (2) separate requests to obtain those five (5) days
- d. leave to extend more than five (5) days requires Board approval.

9. School approved curricular or extra-curricular activities. Students who are participating in an authorized school activity shall be counted as present.

10. Legal obligation with verification from attorney, judge, magistrate, or other juvenile authority.

11. Failure of bus to run, bus running extremely late, or extremely hazardous conditions, verified by Principal.

12. Observance of religious holidays.

## **G. Early Release /Student Check In/Check Out**

It is the responsibility of each school to have a guest log to be used by parents/guardians/custodians when a student checks in or out of school at times other than the normal beginning and end of the school day.

A student is not permitted to check out of school unless a parent/guardian/custodian or adult who is authorized by such, checks him or her out.

A student may be released from school during the school day when in the custody of a parent or guardian or with the consent of the principal or designee if the parent has provided written consent for prearranged medical or dental appointments or other reasons that the principal or designee deems acceptable. Early releases should be kept at a minimum, as the student is still missing class. The student shall be reported as absent from any class or classes missed if he/she leaves school early. The absence must be appropriately documented by the principal or designee on WVEIS attendance system using the correct absence code. The absence shall be excused if it is in compliance with Section F of this policy.

## **H. Home - Hospital Instruction**

A student with an illness or injury certified in writing by a licensed

physician or other licensed health care provider, are temporarily confined to home or hospital for a period that has lasted or will last more than three (3) consecutive weeks shall receive home/hospital instruction. The parent is responsible for contacting the Principal at the earliest time the situation is known and requesting home/hospital instruction. Students having homebound instruction shall be counted present and appropriately documented by the principal or designee on WVEIS attendance system using the correct absence code. The principal shall notify the Attendance Director of the request for home/hospital instruction.

**I. Unexcused Absence**

Any absence not included in Section F, G, or H of this policy shall be considered an unexcused absence.

**J. Tardy**

Any student who arrives at school after the start of the school day or who is not at his/her assigned instructional location at the scheduled time for instruction is tardy. A tardy may be excused or unexcused depending upon the reason for being late. At the beginning of each school year and throughout, each principal will communicate to parents the importance of students arriving at school on time.

Tardiness is a serious problem and a student's tardiness can result in preventive disciplinary action(s) such as, but not limited to, noon detention(s), social skills training, and/or school determined volunteer program assignments. However, in the event that a teacher or administrator detains a student from reporting to class on time, they shall provide a pass to the student so that a mark of absence will not occur.

When appropriate, a parental note explaining the reason for the tardy can be used to excuse the tardy. Excessive tardiness will be defined as one (1) or more times per semester. Appropriate disciplinary action shall be taken by the Principal, against students with excessive tardies in accordance with Board Policy 1102.01.

**K. Suspension**

Suspension from school for disciplinary reasons will be charged against the student's attendance record and shall be recorded as unexcused.

Students who are suspended from school shall also be suspended from all school activities such as sports, band, plays, etc

Suspension Due to Absenteeism Is Not Permitted – A student may not be suspended solely for failure to attend class. Other methods of discipline such as, but not limited to, detention, extra class time, or alternative class settings will be utilized.

**L. Extracurricular Participation**

If not in attendance for at least half the school day, students cannot participate in any activity or practice for any activity unless the absence is due to extraordinary circumstances verified by the Principal.

**M. Notification**

In order to notify students and their parents/guardians of this attendance policy and their responsibility and accountability for regular school attendance, the principal or designee, during the first week of each school year shall meet with the students, class by class, and advise them of the policy set forth herein. Questions will be encouraged as a means of assuring the understanding of the policy. Information concerning this policy shall be sent home for review by the parent/guardian.

Students who are absent or who have not yet enrolled on the days of the aforementioned meetings will be notified that they must meet with their Principal or designee as soon as possible to review the policy.

Information concerning this policy shall be included in student handbooks, school newsletters and other communication.

**N. Absence Reporting**

A student's attendance record is a legal document. Any student, who is not physically in school whether absent or on a school sponsored activity off school grounds, must be appropriately accounted for on the West Virginia Education Information System (WVEIS) Attendance System using the correct absence code.

1. Absences will be recorded daily and will be listed on the student's

report card at the end of each grading period. For statistical purposes, attendance will be reported and aggregated to the nearest half day as follows:

- full-day attendance is being present at least .74 of the school day
  - half-day attendance is being present at least .50 of the school day
2. All students returning to school after an absence shall bring a signed statement in accordance with Section F of this policy that indicates the reason for and date(s) of the absence. Students who fail to bring a statement shall automatically receive an unexcused absence and shall be given three (3) days to bring the statement to the designated school official. The unexcused absence may be changed if a proper statement is submitted within the time limit.
  3. If a student has accumulated five unexcused absences the principal or designee shall contact the parent or guardian in writing and conduct a conference with the parent and student to discuss and correct the circumstances causing the unexcused absences. The attendance director shall be provided a copy of the notice. In addition the principal or designee shall begin monitoring the student's attendance and academic progress. If necessary, the principal or designee may refer the student to the Student Assistance Team, counselor, social worker, and/or to the attendance director. The principal or designee shall continue to monitor and report any future absences to the attendance director for appropriate action.
  4. If a student has accumulated five (5) total unexcused absences during a school year the principal or designee shall notify the attendance director. The attendance director shall serve written notice to the parent, guardian, or custodian of the student that the attendance of the student at school is required and that within ten days of receipt of such notice the parent, guardian, or custodian accompanied by the student, shall report in person in person for a conference with the principal or other designated representative of the school in order to discuss and correct the circumstances causing the unexcused absences of the student.
  5. If the parent, guardian, or custodian does not comply, the attendance director shall make complaint against the parent, guardian, or custodian before a magistrate of the county. If it appears from the complaint that there is a probable cause to believe that an offense has been committed and that the parent, guardian, or custodian has committed it, a summons or a warrant for the arrest of the accused shall issue to any officer authorized by law to serve the summons or to

arrest persons charged with offenses against the state. More than one parent, guardian, or custodian may be charged in a complaint.

6. Absent students for whom the attendance director has pursued judicial remedies to compel attendance is an allowable deduction for schools. The absence must be appropriately documented by the principal or designee on the West Virginia Education Information System (WVEIS) attendance system using the correct absence code.
7. The principal or designee shall report any additional unexcused absences or excessive absences to the attendance director so appropriate action may be taken.

**O. Make-up For Excused and Unexcused Absences**

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

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

**P. Make-Up Work**

**Grades K-12:**

Teachers in grades K-12 will assign make-up work to each student upon their return to school. The student shall be allowed the number of days absent to complete the make-up work. If the work is not made up in the appropriate time frame, a zero will be recorded and averaged in with all other grades at the end of the grading period.

Teachers may grant an extension to a student if the request is based upon justifiable reasons.

Depending upon the circumstances, students may be expected to report to class early or to stay late to make up exams and other missed assignments. If a student has missed a test announced in advance or work assigned prior to his/her absence, the test or work will be made up or turned in on the day that the student returns to class.

Students who have been absent for an extended period of time may receive

an incomplete on their report card until the make-up work timeline, which shall be the number of days absent, has expired. The incomplete shall then be changed to the grade earned.

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

**Q. Attendance Rate**

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

Allowable Deductions for Schools- Absences that result from school-approved curricular/co-curricular activities; failure of the bus to run/hazardous conditions; excused student absences; 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 complaint or juvenile petition) due to provisions in WV Code § 18-18-4.

Membership Days- The days present plus the days absent.

**R. Guidelines for the Uniform Implementation of Driver Eligibility Criteria for Students at Least Fifteen (15) but Less than Eighteen (18) Years of Age.**

Rationale -The WVDE recognizes that driving a vehicle is a privilege and that West Virginia Code requires young people at least fifteen (15) but less than eighteen (18) years of age to maintain specified driver eligibility requirements related to school attendance, personal behavior and academic progress in order to obtain and maintain a West Virginia license or instruction permit for the operation of a motor vehicle. While the West Virginia Department of Motor Vehicles (hereinafter WVDMV) has the authority to deny and suspend a license or instruction permit for the operation of a motor vehicle, the West Virginia Code places certain responsibilities on school administrators to identify students who do not meet any or all of the driver eligibility requirements and must be done using uniform measures across all of the fifty-five (55) county school districts; the definitions provided in this policy have been designed to assure consistent application of driver eligibility throughout West Virginia.

Policy Development -The Mingo County Board of Education shall incorporate the content of WVDE Policy 4150 (Student Driver Eligibility Certificate) where appropriate within its existing county policies related to attendance, student code of conduct and academic requirements.

Definitions:

1. Circumstances Outside the Control of the Student – shall include, but not limited to, medical reasons, family responsibilities and the necessity of supporting oneself or another. Suspension or expulsion from school or imprisonment in a jail or a West Virginia correctional facility is not a circumstance beyond the control of the student, and for purposes of this policy, shall be considered an unexcused absence.
2. Driver’s Eligibility Certificate – documentation provided by the county to the student verifying that the student has met the attendance, behavioral, and academic expectations set forth by WVA Code § 18-8-11 that are required to obtain a license or instruction permit to drive a motor vehicle.
3. 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 2008-09 school year).
  - a. This would calculate in the minimum annual earning of five (5) credits to allow graduation in five (5) years based on the graduation requirement set forth in §126CSR42, WVBE Policy 2510: Assuring the Quality of Education, Regulations for Education Programs.
  - b. Three (3) of the five (5) credits earned annually must be from the core requirements identified in W. Va. §126CSR42, WVBE Policy 2510: Assuring the Quality of Education, Regulations for Education Programs.
4. Withdrawal – for the purpose of driver’s license eligibility, withdrawal is defined as the following reasons for which the county shall deny or revoke a Driver’s Eligibility Certificate from any student at least fifteen (15) but less than eighteen (18) years of age:

More than ten (10) consecutive or fifteen (15) total days unexcused absences during a school year.

5. Suspension pursuant to WV Code §18A-5-1a and §18A-5-1b which includes the following behaviors when committed on the premises of an educational facility, at a school-sponsored function, or on a school bus:
  - a. assault and/or battery on school employees,
  - b. possessing deadly weapons,
  - c. sale of a narcotic drug,
  - d. committing an act or engaging in conduct that would constitute a felony under West Virginia Code if committed by an adult, and/or
  - e. unlawfully possessing a controlled substance governed by the uniform controlled substances act as described in W. Va. Code §60A-1.1 et seq.

Responsibility:

1. The WVDE has the responsibility to encourage daily attendance and appropriate student conduct, to set academic graduation requirements for public schools and to mandate that county school systems collect and report student performance data regarding these student behaviors.
2. The WVDE has the responsibility for defining Driver's Eligibility Certificate criteria in uniform quantifiable measures to assure that the process is applied equally to all students ages fifteen to eighteen who are enrolled in West Virginia public schools.
3. The Mingo County Board of Education shall:
  - 3.1 support and require the county attendance director and all school administrators to implement and execute the duties defined in WV §126CSR81, WVBE Policy 4110: Attendance.
  - 3.2 incorporate the appropriate components of this rule into existing county attendance, student code of conduct and academic requirement policies respectively.
  - 3.3 support and require the county attendance director and all school administrators to implement and execute the following duties defined in WV Code §18-8-11. Regarding driver's eligibility for a license or instruction permit to operate a motor vehicle:
    - a. provide, upon request, a Driver's Eligibility Certificate on a form (hard-copy or electronic) approved by West Virginia Department of Education (hereinafter WVDE) to any student at

least fifteen (15) but less than eighteen (18) years of age who is in satisfactory standing with regard to attendance, behavior and academic progress in a school under the jurisdiction of the official for presentation to the WVDMV on application for or reinstatement of an instruction permit or license to operate a motor vehicle.

- b. provide notification to the WVDMV whenever a student at least fifteen (15) but less than eighteen (18) years of age withdraws from school, is suspended pursuant to W. Va. Code §18A-5-1a and §18A-5-1b and/or fails to maintain satisfactory academic progress, except when the withdrawal or failure to make satisfactory academic progress is due to circumstances outside the control of the student. Notification must be provided to the WVDMV no later than five (5) days from the date of the withdrawal and/or suspension. Notification must be provided to the WVDMV no later than five (5) days from the end of the school year for failure to maintain satisfactory academic progress.
  - c. provide the opportunity, upon request, for a student who has been denied a Driver's Eligibility Certificate or has received a revocation notice, to have a hearing before the county superintendent of schools or his/her designee concerning whether the student's withdrawal from school or failure to make satisfactory academic progress was due to a circumstance or circumstances beyond the control of the student. The county superintendent, with the assistance of appropriate staff, shall be the sole judge of whether any of the grounds for denial or suspension of a license or instruction permit are due to a circumstance or circumstances beyond the control of the student.
4. Provide a review process that allows students to have their Driver's Eligibility Certificate reinstated upon demonstration of satisfactory progress as follows:
- a. Reinstatement requests related to withdrawal for unexcused absences shall be reviewed, as outlined in W.Va. §126CSR81, WVDE Policy 4110: Attendance, at the end of the semester following that in which the withdrawal occurred.
  - b. Reinstatement requests related to failure to make satisfactory academic progress shall be reviewed at the end of each school year for the purpose of reinstating the Driver's Eligibility Certificate.

c. Reinstatement requests related to withdrawal for suspension pursuant to W. Va. Code §18A-5-1a and §18A-5-1b shall be reviewed after all disciplinary sentences have been served for the purpose of reinstating the Driver's Eligibility Certificate.

The Driver's Eligibility Certificate for a license or instruction permit may be obtained in the school administrative office. The completed certificate will be submitted to the attendance director by way of the school mail. Once verified, the certificate will be sent back to the school office by way of the school mail for completion by the principal. Students are responsible to get the Driver's Eligibility Certificate prior to summer vacation. During the summer months, the certificate is valid from June 1 to the following school term. No Driver's Eligibility Certificates will be issued during the summer months.

## S.

### Corrective Measures

1. Exam exemption will not be used as attendance incentive measures. Secondary level-students, at the minimum, will take final exams at the conclusion of the first and second semesters.
2. The County will develop a local incentive plan and promote positive attendance habits.
3. All students who do not miss any days during the school term shall be issued a Perfect Attendance Certificate at the end of the second term. All students missing five or less days during the school term shall be issued a Faithful Attendance Certificate at the end of the second term. All awards and selections will be based on WVEIS class attendance records/registers.
4. Potential dropouts and at risk students at each school will be referred by the school staff to the Social Worker and Student Assistance Team (SAT) for intervention strategies, support services, and/or alternative education consideration. The school SAT will serve as the Dropout Prevention Committee and develop a dropout prevention and intervention plan.
5. Dropouts shall be required to re-enter school through a scheduled meeting with, the school principal and/or designee and the counselor.
6. Students with problems related to attendance shall be referred for counseling as appropriate by the principal or designee. The student may also be referred to the school nurse or school psychologist.

7. The attendance director and principal shall conduct conferences with parents and students having problems related to attendance.
8. The attendance director shall work closely with other agencies to address and provide positive interventions and support for students with attendance issues. The attendance director shall: (a) Make referrals to social service agencies such as the Department of Health and Human Services (DHHR) as necessary, and (b) referrals to mental health agencies for more extensive counseling when appropriate. Referrals to other agencies may include:
  - a. Coalfield CAP (Community Action Partnership)
  - b. West Virginia Department of Health & Human Resources
  - c. Logan Mingo Mental Health Agency (LMMH)
  - d. Mingo County Schools (transfer within the County)
  - e. Alternative Education Program
  - f. County Private Schools
9. Each school's Student Assistance Team (SAT) will analyze student attendance issues, design prevention / intervention plans, which may include, but are not limited to, tangible contracts, curricular adjustments, instructional modifications, school level competition(s) and recognition program(s) which will promote and reward student improvement in the area of regular attendance. The SAT is encouraged to utilize flexibility and creativity to develop programs specifically suited to the needs of their students.

The SAT shall be responsible for drafting an attendance incentive plan/program.

Each Principal shall submit a copy of the attendance incentive plan/program to the attendance director and communicate the program to the parents and students.
10. Teachers shall discuss absenteeism with students to determine if there is a problem of which the school is unaware and report such information to the principal, counselor, or social worker.

11. Students driving to school who accumulate five (5) tardies or five (5) absences in a semester without submitting acceptable documented excuses for same may lose their driving and parking privileges.
12. Students with excessive absences and tardiness may be prevented from attending or participating in extra-curricular activities until they have had an improvement period.

**T. Appeal Procedure**

A parent or guardian or student, if eighteen (18) or older, who believes this policy has not been followed may appeal the matter to the Principal, Superintendent, and Board of Education in that order.

Nothing contained in this policy shall be construed to preclude resort to the courts of this state.

**U. Effectiveness Review**

Annually, the attendance director shall review this policy with a committee of principals, teachers, directors, parents, students and community leaders, to determine policy effectiveness and to propose any needed revisions. All revisions will be reviewed by the West Virginia Department of Education and approved by the Mingo County Board of Education.

LEGAL REFERENCE: WVAA Constitution Article XII  
WVAA Code Section 18, Article 8  
WVAA Code Section 18-2-5  
WVA Code § 17B-2-3a  
WVA Code § 17B-3-6  
WVA Code § 18-2-5  
WVA Code § 18-8-11  
State Policy 2510  
State Policy 4110  
**State Policy 4150**

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**February 11, 2011**