

# ATTENDANCE

W. Va. Code ' 8-5-44 Early Childhood Education Programs

(d) The program shall meet the following criteria:

- (1) It shall be voluntary, except, upon enrollment, the provisions of State Policy 2525 shall apply to the enrolled student.
- (2) Parent/guardian must contact school if the child is going to be absent. Within one hour of the beginning of the day, the Pre-K staff must contact the family of a child who is not at school if they have not heard from the parent/guardian.

Randolph County Attendance Policy 5200:

EXCUSED ABSENCES - Excuses must be furnished to the school within three days of the student's return to school. If the excuse is not received within three days, unless there are extenuating circumstances, the absence will be considered an unexcused absence. The following is a list of reasons for excused absences:

1. Illness of student verified by parent/guardian, not to exceed 5 TOTAL DAYS (NOT 5 NOTES) per semester. Verification by physician is required if the absences exceed 5 total days per semester.
2. Illness of student verified by parent/guardian, not to exceed 3 CONSECUTIVE DAYS per semester. Verification by physician is required if the absences exceed 3 consecutive days per semester.
3. Serious illness or injury of the student requiring physician's verification.
4. Medical, dental or counseling appointment verified by the professional office.
5. Calamity, such as fire in the home, flood, or family emergency upon approval of the school principal.
6. Up to three days for the death of a family member, defined as: mother, father, brother, sister, grandmother, grandfather, aunt, uncle, brother-in-law, sister-in-law, nieces, nephews, student's child, or any person living in the same household.
7. School-approved curricular or extracurricular activities.
8. Legal obligation with written verification.

9. Failure of bus to run or extremely hazardous conditions, upon approval of the school principal.

Students will be given the opportunity to make up missed work due to absences. The student will have twice the number of days s/he was absent to make up missed assignments, as approved by the school principal.

### UNEXCUSED ABSENCES

When any student has accumulated five (5) unexcused absences, the principal, or designee, shall send a written request for a meeting with the parent/guardian. The meeting may be held by phone. A copy of the notice shall be sent to the attendance officer.

### TARDY AND EARLY DEPARTURES

Frequent tardiness and leaving early demonstrates a negative attitude towards school. Tardiness and early departures cause a disruption to the instructional process for everyone.

The Family Resource Coordinator continues to work with families who are chronically absent and/or tardy. The FRC will make phone calls and home visits when attendance is an issue. The primary goal in Pre-k is to get the student to school and express the importance of regular attendance.