

# **KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION**

## **Attendance Procedures**

**Series: J26A**

**Reference: W.Va. Code §18-8-5; KCS Policy Series J19**

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**26.01 Attendance Worker.** Whenever in the judgment of a principal the services of a school social worker are required in connection with unexcused absences, a report shall be directed to the school social worker using the “Kanawha County Schools Department of Social Services Referral Form” or by telephone.

**26.02 Conference with Parent, Guardian or Custodian.** In the event a student has five (5) unexcused absences as defined in Section 19.03 of Kanawha County Board of Education Policy Series J19, during any one-half of an instructional term the principal shall invite the parent[s], guardian[s] or custodian[s] and any other person deemed relevant, to a meeting to address the student’s absenteeism.