

KANAWHA COUNTY BOARD OF EDUCATION POLICY

Student Attendance 9-12

Series: J31

Reference:

Issued: 09.18.1991

Revised:

Revision Number:

31.01Philosophy. The fundamental purpose of this policy is to increase student attendance. Pursuant to accreditation recommendations, Kanawha County Schools requires that students in grades 9-12 attend at least 80 class period per semester and have a grade of D- or higher to earn credit in a class.

A positive school climate conducive to learning and supportive of the development of responsibility, self-discipline, and good work habits is necessary to achieve acceptable attendance levels. Parental awareness and support are also essential ingredients in a successful attendance policy.

31.02Definitions.

- (a) Excused absence – Shall mean absences from school or individual classes due to:
- (1) Illness or injury of the student requiring physician's verification.
 - (2) Medical and/or dental appointment which cannot be scheduled outside the school day when the absence is verified in writing by the physician or dentist.
 - (3) Illness of student verified by parents/guardian not to exceed three (3) consecutive or five (5) total days per semester. Verification by a physician will be required if absences exceed three (3) consecutive days.
 - (4) Illness or injury in family when student absence verified as essential by physician.
 - (5) Calamity, such as fire in the home, flood, or family emergency upon approval by the school principal.
 - (6) Death in the family, limit three (3) days for each occurrence except in extraordinary circumstances. "Family" defined as mother, father, brother, sister, grandmother, grandfather, aunt, uncle, brother-in-law, sister-in-law, brother's children,

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sister's children, student's child(ren), or any person living in the same household.

(7) Leaves of educational value adhering to these stipulations:

- prior approval of school administrator
- prior submission and approval of educational plan detailing objectives and activities
- leave not to exceed 10 days—verification of implementation of the education plan upon student's return
- leave to extend more than 10 days requires county Board approval

(8) School approved curricular or extra-curricular activities.

(9) Legal obligation with verification.

(10) Failure of bus to run or extremely hazardous conditions.

(11) Observance of religious holidays.

(b) Unexcused absence – Shall mean an absence from school or an individual class which is not excused pursuant to Section 16.02(a) of this policy.

(c) Tardy – Shall mean arrival by a student at a time after the appointed time for the commencement of a school day or the commencement of individual classes which a student is scheduled to attend, but shall not include excused absences. Tardiness may be excused for reasons beyond the control of a student as determined by a teacher.

31.03 Absences. Students may not be absent in excess of 10 days or class periods during a semester without consequences under the terms of this policy. Unexcused absences shall also be the basis for discipline pursuant to the Student Behavior Policy, Series J25. Unexcused absences may be taken into account by classroom teachers relative to the evaluation of student performance.

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31.04Make-up Sessions. Students who are absent for more than 10 days or class periods during a semester shall be required to attend a 4-hour make-up session for each day or class missed in order to complete requirements for credit. Make-up sessions shall be scheduled on evenings or on weekends.

31.05Make-up Sessions/Content. During make-up sessions students shall be required to attend to academic studies relevant to their current educational programs. However, a portion of all make-up sessions shall be devoted to counseling. Counseling shall be provided by the session supervisor or in cooperation with other school personnel.

31.06Noncompliance/Make-up Sessions. In the event a student fails to comply with make-up session requirements, the principal shall convene the SBAT to determine a course of action. Options to be considered may include: referral of the student to an alternative program; referral of the student to the Office of Student Affairs; or, referral of the matter to the Attendance Director.

31.07Tardiness. A total of six (6) tardies to each class or homeroom during a semester shall require a student to attend one 4-hour make-up session.

31.08Suspensions. Periods of disciplinary suspensions shall be counted within the 10 absences provided in Section 31.03.

31.09Parental Notification.

- (a) Daily absences – An attempt will be made to notify a parent or other responsible adult by telephone in the event a student is absent from school.
- (b) Fifth day notification – After a student has been absent for 5 days during a semester a parent or other responsible adult shall be notified in writing and a conference shall be requested. the written notice shall include pertinent information about the attendance policy and make-up sessions.

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- (c) Eleventh day notification – After a student has been absent for 11 days during a semester a parent or other responsible adult shall be notified in writing and a conference shall be required. The written notice shall contain pertinent information about make-up sessions. Such notices shall be signed by a parent or other responsible adult and returned to the school.

31.10Appeal Process. The SBAT shall consider written appeals within 5 days of the completion of the conference provided by Section 31.09. The SBAT will convene within 5 days of receipt of a written appeal to consider relevant information and may either sustain or modify the prescribed course of action concerning the student. SBAT decisions may be appealed to the Office of Student Affairs which shall promptly convene a meeting of all interested parties and shall promptly render a final decision.

A parent or other responsible adult shall be required to attend all appeal meetings.

During the period of appeal the student shall remain in school.