



# Policy Section 3

## Attendance

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## Section 3.0 Attendance

Our academic goals will only be met if our students attend school regularly. We support West Virginia’s goal of 90% attendance of all instruction days. In order to promote to the next grade, students must attend school for a minimum of 800 hours.

### 3.1 General Procedures

1. If a student is unable to attend school, a parent or guardian should call the school on the day of the absence before 8:30 a.m. to report the absence. If a parent does not notify the school, the student may be considered truant. PHONE NUMBER: (304) 449-4375. Parents can also send an email to [attendance@WestVirginiaAcademy.org](mailto:attendance@WestVirginiaAcademy.org).
2. If the absence is illness related, we ask that parents report any symptoms or doctor’s diagnosis for the child’s absence, this will help us track illnesses and avoid potential outbreaks.
3. Attendance will be kept each day and for each period at West Virginia Academy.
4. Administration will track daily attendance and will report any extended absences to the Executive Director.
5. Excessive absences may affect a student’s grade depending upon work missed and may result in expulsion from WVA.
6. Parents are encouraged to schedule various appointments outside of school hours whenever possible.

## 3.2 Scheduled Absences

If a student needs to be absent from school for a special purpose that is known to the family in advance, the parents need to fill out a Leave of Educational Value form and submit it to the school administration. Only when this form is filled out and approved by the administration will a student be allowed to make up missed schoolwork. Scheduled absences still count toward the total number of absences. Please avoid absences during state or school testing.

*PLEASE NOTE:* Administration may ask a student to attend mid-term break programming if that student has less than 90% attendance. Students will be required to do extra work to complete missing assignments and catchup on missed concepts. Students who have missed more than 5 days in one term will be asked to attend mid-term break programming to make up the days missed.

### 3.2.A Parent Responsibilities for Scheduled Absences:

1. Email the teacher and notify them of the planned absence
2. Check the student's learning plan for homework and schoolwork assignments
3. Email the teacher to clarify any homework or classwork assignments
4. Collect the student's books and materials needed to complete the work, this includes copies of needed materials.

## 3.3 Tardies

School begins at 8:00 a.m. each morning. Students arriving after 8:05 a.m. or any other time during the day, must be accompanied into the school by an adult to be signed in and their lanyard scanned.

## 3.4 Check-ins and Check-outs During the Day

- A. Due to our "bell to bell" instruction, it is vital that students remain for the entire school day. Parents are encouraged to schedule appointments outside of school hours whenever possible. For students in grades K - 5, afternoon appointments are preferred so that students don't miss reading or math instruction.
- B. If a student needs to be checked-in during the school day, that student must be accompanied into the school by an adult.
- C. If a student needs to be checked-out during school hours, the parent/guardian must come into the school and sign the student out. Students will not be released from class until parents arrive at the school and filled out the form. For safety reasons, students will not be sent out to meet parents at the curb outside.
- D. Both tardies and early checkouts are tracked as part of our attendance policy. We ask that **parents do not check out their student(s) early to avoid waiting in carpool.**

- E. **Students will only be released to those listed as parents, guardians, or emergency contacts (as provided in enrollment or re-enrollment forms), unless previously authorized by the parent/guardian through writing.**
- F. Parents/Guardians can authorize other individuals to pick up their child through the front desk administrator. Students will not be released to any person not listed on the emergency contact section of the registration form without prior written authorization from the parent.
- G. **Students arriving on the bus will take the bus home**, unless a written note is provided to the homeroom teacher or a phone call is made to the front desk administrator.
- H. Your student must be in attendance at least 5 hours during a school day in order to be considered present for the day. If you check in after 10:00 a.m. or check out before 1:00 p.m. your student will be counted absent.
- I. Please Note:
  - a. Individuals who come into the school to check a student out will sign them out at the front office.
  - b. If school office staff doesn't know or recognize the individual, they will require the individual to provide a photo ID and will check the name against the student registration.
  - c. If school office staff knows the individual picking up the student and knows they are authorized to pick up the student, photo ID will not be required.
  - d. In cases where ID is required, school staff may also ask the student "who is this picking you up?" as an added safety measure.
  - e. In cases where the individual picking up the student's name is not found on the authorized list, parents will be called and permission given before the student is released to the individual.

**No Check-outs will be allowed during carpool - between 7:40 a.m. through 8:05 a.m. and 2:40 p.m. through 3:15 p.m.**

**For security reasons, no one is ever allowed to go directly to a classroom to pull a child out of class.**

## 3.5 Attendance Violations

Attendance at West Virginia Academy is mandatory as a West Virginia public school. We generally require all students to be at school during regular school hours (from 8:00 a.m. to 3:00 p.m.), subject to the policies more particularly stated herein.

### 3.5.A Excessive Absences

Chronic Absenteeism is a serious concern in the State of West Virginia. If a student has more than 9 absences (not necessarily consecutive) without prior written approval of the student's

application for “**Extenuating Circumstances**,” the Executive director will send a letter to parents outlining that the student has been placed on “**Attendance Probation**” and a meeting with school administration and/or the governing board may be required. It is important to note that our promotion policy requires a student to attend a minimum number of school days to be promoted to the next grade.

**Students who miss 7 consecutive days without contact with administration will have a disciplinary council and expulsion may be deemed necessary.**

### 3.5.B Excessive Tardies & Early Check-Outs

1. Primary and Secondary students who arrive later than five (5) minutes (8:05 a.m.) from the start of the school day will be considered tardy and must report to the front desk at the entrance of the school where they will sign in and get their attendance slip to take to their teacher.
2. Students who are checked out of school more than ten (10) minutes before the start of dismissal (2:30 p.m.) at end of the school day is deemed an early check-out that is essentially equivalent to a single tardy.
3. A school administration official will record the tardy students’ names. Every tardy/early check-out is recorded. After **6 tardy arrivals/early check-outs in any one term**, the student will be placed on “**Attendance Warning**.”
4. If 6 additional tardies/early check-outs are accrued in any additional term, the school director will notify the parents via letter that their student has now been placed on “**Attendance Probation**,” the result of which may be a disciplinary council where expulsion may be necessary.

## 3.6 Educational or Family Leaves of Absence

West Virginia Academy strongly supports efforts by families to promote learning opportunities and build family traditions that strengthen each scholars’ sense of belonging and self worth, increase respect for diversity and inclusion, and provide learning opportunities that go beyond the classroom.

While attendance at West Virginia Academy is mandatory, leaves of absence are liberally permitted in order to foster opportunities for critical experiential learning and for family practices that enhance each scholars’ sense of belonging, which opportunities may include, but are not limited to, family travel (i.e. trips both within and without West Virginia), family educational experiences (i.e. attending museums and historic sites), as well as observance of family traditions and holidays (i.e. observance of family holidays and/or religious traditions).

Students who take an educational or family leave of absence should complete and submit the appropriate forms and notify teachers in advance of such leave (ideally at least five (5) school days in advance) and should seek opportunities to make up work or complete assignments

either in advance or remotely through online learning modules (i.e. MobyMax) in order to avoid adverse impacts on the student's grade.

The form for Request for Leave of Educational Experience is available at the front office.