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West Virginia Schools for the Deaf and the Blind Attendance Policy

West Virginia Compulsory Attendance Law

Under **WV Code §18-8-1a** and **WVBE Policy 4110**, all students between the ages of 6 and 17 must attend school regularly. Regular attendance is essential for academic success, the development of responsibility, and meeting graduation requirements.

Excused Absences

An absence will be considered excused if it falls under one of the following categories and is documented according to school procedures:

Absences will be **EXCUSED** for the following reasons (with appropriate documentation):

- Illness or injury of student
- Medical/dental appointments
- Death in the immediate family
- School-sanctioned activities
- Legal obligations (court, appointments)
- Lack of transportation (when school-provided)
- Religious holidays

Unexcused Absences

An absence is considered **UNEXCUSED** when no note or documentation is provided within three days, when the reason for the absence does not meet the criteria for an excused absence, or when parents fail to report the absence or respond to attendance concerns.

Tardies and Early Dismissals

A student is considered tardy when they are not in class at the designated start time. Leaving school early without a valid excuse is counted as a partial absence. Chronic tardiness or early dismissals, defined as five or more per semester, will be addressed accordingly.

Make-Up Work Policy

It is the student's responsibility to request and complete all make-up work following an absence. Students with excused absences are allowed to make up missed work within the same number of days they were absent, plus one additional day. Failure to complete the make-up work within the allotted time will result in a failing grade for the missed assignments.

Extended Vacations & Absences

Parents must complete the "Request for Educational Vacation Absence" form and schedule a meeting with the dean or principal prior to the planned absence. While approximate assignments and resources may be provided, the absences will be marked as unexcused. However, they will not impact the student's grades if all assigned work is completed. It is important to note that the time missed may still contribute to the total number of excessive absences.

Truancy and Legal Intervention

A student is considered truant after ten (10) unexcused absences in one school year.

- **3 unexcused absences:** Contact parent/guardian.
- **5 unexcused absences:** Hold a mandatory "Attendance Improvement Plan" conference.
- **10 unexcused absences:** Refer to the attendance director and possibly file a court petition.

Parent/Guardian Responsibilities

Parents and guardians are expected to ensure that their child attends school regularly and arrives on time. They should promptly inform the school of any absences and submit valid documentation to justify excused absences. Parents and guardians are encouraged to stay engaged by monitoring their child's attendance and academic progress through the school's communication platforms.

Appointments During the School Day

Residential Students:

Residential students must notify the school at least two weeks prior to any appointments during the school day. Upon returning, they are required to provide written documentation verifying the appointment. The attendance director should be contacted to arrange for pick-up, and parents will be informed of the pick-up location and time.

Day Students:

Day students must notify the attendance office before their appointment and provide proper documentation after the appointment. Parents are responsible for making all transportation arrangements for their child.

Attendance and GPA Requirements for Athletic Participation

To be eligible for participation in athletics, students must maintain regular attendance and meet the minimum GPA standards set by the school. Consistent attendance ensures students are fully engaged in their academic and athletic responsibilities, while meeting GPA requirements helps guarantee academic success alongside extracurricular involvement. Failure to meet these standards may result in temporary or permanent ineligibility from athletic activities.

This policy supports academic and social development while complying with West Virginia Code WV Code §18-8-1a and WVBE Policy 4110. It is subject to periodic review and updates as needed.