




WV SCHOOLS OF DIVERSION AND TRANSITION ORGANIZATIONAL PROCEDURES

ATTENDANCE IN JUVENILE FACILITIES	Section	Classroom and Student Management
	Number	5.7
	Effective Date	01-30-16
	Revision Date	03-30-16
	Revision No.	1
	Approval:	

1.0. PURPOSE:

The purpose of this procedure is to establish a process for documenting student absences and provisions for students to make up missed work.

2.0 APPLICABILITY:

Procedures apply to all Diversion and Transition Programs located in juvenile facilities.

3.0 POLICY STATEMENT:

The application of procedures Attendance in Juvenile Facilities ensure that students receive an opportunity to develop good work habits that will enhance their academic performance and increase their changes to complete the requirements for graduation or pass the High School Equivalency Examination.

4.0 DEFINITIONS:

- 4.1 "Absence" defines the state of any student who is not physically present in the school classroom for any reason.
- 4.2 "Full-day Attendance" means the student is present at least 74% of the school day.
- 4.3 "Half-day Attendance" means the student is present at least 26% of the school day.
- 4.4 "Make-up Work" is the work assigned for the period of time a student is absent; this may include the regular assignment from the missed class or classes, which could be completed in another classroom or for homework in the student's personal dorm/room.

5.0 PROCEDURES:

- 5.1 The principal, lead teacher or supervisor of each school shall designate the person or persons responsible for documenting an accurate daily accounting of attendance for each classroom.
- 5.2 The principal of each school shall designate the person or persons responsible to fulfill the requirements for enrollment and attendance in WVEIS.
- 5.3 Accurate and up-to-date daily attendance records shall be maintained for every student enrolled in school in a juvenile facility.
- 5.4 A student who is absent from his or her regularly assigned classroom for any reason shall be given an opportunity to complete make-up work in his or her dorm, or in another room; the student is responsible to submit make-up work. The principal, lead teacher or supervisor shall determine a reasonable number of days for make-up work to be

submitted and shall ensure that students receive appropriate and equitable grades and credit for make-up work completed and returned.

- 5.5** A student whose continued absences appear to be the result of manipulation on the student's part, with the purpose of missing one or more classes, shall be provided adequate school counseling for problems relating to such absences. If manipulation of the system continues, further disciplinary action may be required.
- 5.6** The principal, lead teacher or supervisor of each school is responsible for communication with the host agency regarding policies and procedures for Attendance in Juvenile Facilities.
- 5.7** The principal, lead teacher or supervisor of each school shall provide the opportunity for an alternative education plan and/or program for any student who may be suspended from school, or for any student kept out of school by the host agency for any reason (see Operational Procedure for Segregated, Restricted or Suspended (SRS) Juveniles). Records are kept in the student's chart.

6.0 AUTHORITY

WV State Board Policy 4110: *Attendance*.