

## ATTENDANCE/TARDIES/RELEASE OF STUDENTS

### ATTENDANCE

BUCKHANNON ACADEMY ELEMENTARY OPERATES UNDER THE UPSHUR COUNTY SCHOOLS ATTENDANCE POLICY THAT IS DISTRIBUTED EACH SCHOOL YEAR. REGULAR ATTENDANCE AT SCHOOL FOR STUDENTS IS DIRECTLY RELATED TO THEIR SUCCESS AND ATTITUDE ABOUT SCHOOL. THEREFORE, IT IS VERY IMPORTANT FOR THEM TO ATTEND SCHOOL EVERY DAY. STATE LAWS AND POLICIES REGARDING ATTENDANCE ARE VERY STRUCTURED AND STRICT. FOR EVERY DAY THAT YOUR CHILD IS ABSENT FROM SCHOOL, THE PARENTS MUST PROVIDE A WRITTEN NOTE WITHIN 2 DAYS OF THE ABSENCE, OR THE DAY WILL REMAIN AN UNEXCUSED ABSENCE. WHEN A CHILD ACCUMULATES 5 UNEXCUSED ABSENCES, A LETTER FROM THE ATTENDANCE DIRECTOR WILL BE SENT REQUIRING A FACE-TO-FACE MEETING WITH THE PRINCIPAL. (WV CODE 18-8-4) THIS MEETING MUST OCCUR WITHIN 10 DAYS OF THE WRITTEN NOTICE. PARENTS SHOULD CONTACT THE SCHOOL BY PHONE AND SEND A NOTE EVERY TIME THEIR CHILD IS ABSENT OR TARDY OR THEY WILL BE CONSIDERED UNEXCUSED. THE STUDENT IS CONSIDERED UNEXCUSED UNTIL A WRITTEN EXCUSE IS RECEIVED. WHEN CHILDREN HAVE DOCTOR OR DENTIST APPOINTMENTS PLEASE OBTAIN AN EXCUSE TO BE TURNED INTO THE OFFICE. COUNTY POLICY STATES THE EXCUSES **MUST** BE TURNED IN WITHIN TWO DAYS. OTHER REASONS FOR EXCUSED ABSENCES INCLUDE ILLNESS, DEATH IN FAMILY, OR A FAMILY EMERGENCY.

IF YOUR CHILD ARRIVES AT SCHOOL AFTER 8:05 A.M. THEY ARE CONSIDERED TARDY. YOU MUST SIGN YOUR CHILD IN AT THE OFFICE AND NOTIFY THE SECRETARY IF YOUR CHILD WILL BE EATING HOT LUNCH.

STUDENTS ARRIVING AFTER OR LEAVING BEFORE 11:40 WILL BE COUNTED ABSENT FOR A FULL DAY. STUDENTS ARRIVING AFTER 9:55 OR LEAVING BEFORE 1:23 WILL BE COUNTED ABSENT FOR ONE-HALF DAY.

EXCUSED ABSENCES CONSIST OF ILLNESS OF THE STUDENT, DEATH IN THE IMMEDIATE FAMILY, OR A FAMILY EMERGENCY. AFTER THREE (3) CONSECUTIVE DAYS OF ABSENCES, A DOCTOR'S EXCUSE IS REQUIRED AT

SCHOOL. \*\*\*AFTER FIVE (5) UNEXCUSED ABSENCES YOU WILL RECEIVE A LETTER FROM THE ATTENDANCE DIRECTOR REQUIRING YOU TO ATTEND A MEETING, FACE-TO-FACE WITH THE SCHOOL PRINCIPAL. THE LEGAL GUARDIAN /PARENT MAY HAVE A LEGAL NOTICE SERVED COMPELLING THEM TO MAGISTRATE COURT IF THEIR CHILD CONTINUES TO HAVE ADDITIONAL UNEXCUSED ABSENCES (BEYOND 5) OR IF THEY FAIL TO ATTEND THE SCHEDULED CONFERENCE. CONTACT WITH THE PRINCIPAL ALLOWS FOR FAMILIES TO MEET AND FORMULATE A PLAN TO IMPROVE THE STUDENT'S ATTENDANCE. A PARENT MAY ONLY EXCUSE FIVE (5) ABSENCES PER SEMESTER OR TEN (10) DAYS PER YEAR AS PER COUNTY AND STATE POLICIES. THESE EXCUSES MUST BE IN WRITING. PLEASE REFER TO STATE ATTENDANCE POLICY 4110 FOR FURTHER INFORMATION OR CLARIFICATION.

### **TARDINESS/EARLY DEPARTURE**

TARDINESS SHALL BE DEFINED AS BEING LATE FOR SCHOOL, ARRIVING AFTER 8:00, WITHOUT MISSING A HALF DAY OF SCHOOL. EARLY DEPARTURE IS DEFINED AS LEAVING SCHOOL EARLY WITHOUT MISSING A HALF-DAY OF SCHOOL. STUDENTS ARRIVING AFTER OR LEAVING BEFORE 11:40 WILL BE COUNTED ABSENT FOR A FULL DAY. STUDENTS ARRIVING AFTER 9:55 OR LEAVING BEFORE 1:20 WILL BE COUNTED ABSENT FOR ONE-HALF DAY.

UPON THE THIRD OCCURRENCE OF UNEXCUSED TARDINESS AND/OR EARLY DEPARTURE, THE PRINCIPAL WILL ISSUE A NOTICE REQUESTING A MEETING. IF THESE UNEXCUSED TIMES FROM SCHOOL CONTINUE, A REFERRAL TO THE SCHOOL SAT (STUDENT ASSISTANCE TEAM) TEAM WILL BE MADE. STUDENTS ARRIVING LATE MUST BE SIGNED INTO SCHOOL BY A PARENT OR GUARDIAN. THE PARENT NEEDS TO LET THE SECRETARY KNOW IF A HOT LUNCH IS NEEDED FOR THEIR CHILD.

**\*BEING LATE FOR SCHOOL HURTS A CHILD'S LEARNING. A STUDENT WHO IS 10 MINUTES LATE EVERY DAY WILL MISS 30 HOURS OF INSTRUCTION DURING THE YEAR.**

FROM TIME TO TIME, WE UNDERSTAND THAT THERE MAY BE A NEED TO PICK YOUR CHILD UP FROM SCHOOL PRIOR TO DISMISSAL. WE RESPECT AND APPRECIATE THE NEED TO DO THIS, BUT REQUEST THAT THESE INSTANCES BE KEPT TO A MINIMUM SO AS NOT TO INTERRUPT LEARNING. WHENEVER POSSIBLE, PLEASE SCHEDULE APPOINTMENTS AFTER SCHOOL. WE CAN ONLY TEACH YOUR CHILDREN IF THEY ARE CONSISTENTLY IN SCHOOL. IN ADDITION, RELEASING CHILDREN MIDWAY THROUGH A CLASS DISRUPTS THE LEARNING PROCESS FOR OTHER STUDENTS. SCHOOL IS DISMISSED AT 3:05.

*YOUR CHILD'S SUCCESS IN SCHOOL DEPENDS ON HAVING A SOLID EDUCATIONAL BACKGROUND - ONE THAT CAN ONLY BE GAINED THROUGH REGULAR SCHOOL ATTENDANCE. IN ADDITION TARDIES, LEAVING SCHOOL EARLY, AND ABSENCES AFFECT ATTENDING SCHOOL FIELD TRIPS. SEE BAES FIELD TRIP CONTRACT.*

## RELEASE OF STUDENTS

PLEASE SEE THE SECTION ON DISMISSAL FOR SPECIFIC DETAILS. STUDENTS WILL BE DISMISSED FROM THE OFFICE; NOT FROM THE CLASSROOM. AUTHORIZED ADULTS WHO WANT TO PICK UP A STUDENT **MUST** REPORT TO THE OFFICE, PRESENT A PHOTO ID, AND SIGN THE STUDENT OUT. TEACHERS WILL NOT RELEASE A STUDENT WITHOUT CLEARANCE FROM THE OFFICE.

ANYONE WHO DOES NOT NORMALLY PICK UP A STUDENT MUST HAVE IDENTIFICATION AND A WRITTEN REQUEST FROM THE PARENT OR GUARDIAN GRANTING PERMISSION FOR THE SCHOOL TO RELEASE THE STUDENT TO THEM.

THIS PERSON MUST SIGN THE STUDENT OUT IN THE OFFICE. STUDENTS LEAVING THE SCHOOL CAMPUS FOR ANY REASON MUST SIGN OUT IN THE OFFICE. STUDENTS RETURNING TO SCHOOL OR ARRIVING LATE SHOULD ALSO SIGN IN ON THE SHEET PROVIDED IN THE OFFICE.

PLEASE DO NOT PLAN TO PICK UP YOUR CHILD

UNTIL AFTER 3:15 P.M. AS THIS DISRUPTS INSTRUCTION IN THE CLASSROOM.

**BUCKHANNON ACADEMY  
ELEMENTARY SCHOOL**