

MONROE COUNTY COLLABORATIVE PRESCHOOL ATTENDANCE POLICY

1 PRESCHOOL ATTENDANCE

In accordance with West Virginia Universal Preschool Policy 2525, Section §126-28-5.1 – “Attendance,” enrollment in a participating WV Pre-K program is voluntary. Once a child is enrolled, attendance is mandatory. Attendance is reported through the West Virginia Education Information System (WVEIS), but is not considered in a school’s accreditation status. Once a child is enrolled, attendance must follow West Virginia Department of Education’s Policy 2525, which “allows the program administrator (i.e., principal, director, executive director) teacher and parent/guardian to dis-enroll the child if they concur that requiring further attendance for the school year is not in the best interest of the child.” If a parent chooses to unilaterally withdraw a student from the pre-K program, for whatever reason, the student will no longer be enrolled in Monroe County Schools and will therefore be ineligible for any service provided by Monroe County Schools.

- 1,1 If Monroe County Schools and parents mutually believe the student should be dis-enrolled, the actual dis-enrollment process shall involve a careful review of student performance data, as well as consideration of the child’s needs. Written documentation regarding all dis-enrollment decisions shall be provided from the central office/child’s teacher. A copy shall be sent to all parties involved [parents, principal, program director].
- 1,2 The IEP Committee, (i.e., parent, staff, appropriate professionals, etc.), shall determine the enrollment and frequency of attendance of a child with a disability.

2 PARENT RESPONSIBILITY

It is the responsibility of the parent/guardian to notify the school on any day of absence and the reason for their child’s absence by telephone call and subsequent written notification.

3 STAFF RESPONSIBILITY

- 3.1 It is the responsibility of the teacher and parent involvement coordinator to determine the validity of the absence(s).
- 3.2 The absence will be unexcused if the parent/guardian fails to notify the staff of the reason for the absence or if the validity of the absence is questionable.

4 PROCEDURES FOR CENTER ABSENTEE ISSUES

- 4.1 Should a child be absent for five (5) consecutive days, have an irregular attendance pattern, or a consistent pattern of unexcused absences, this policy, while followed, will maintain flexibility to give consideration (with Central Office approval) to families in special situations. In such instances:
 - 4.1.1 The parent involvement coordinator and/or teacher will make a documented parent/guardian contact (telephone call, home visit, center visit, etc.).
 - 4.1.2 If meeting face-to-face, the teacher and/or parent involvement coordinator will remind the parent/guardian of the attendance policy and give an additional copy of the policy to the parent.
 - 4.1.3 If making contact by phone, the teacher and/or parent involvement coordinator will remind the parent/guardian of the attendance policy and mail an additional copy of the policy to the parent.
 - 4.1.4 If the teacher feels additional follow-up is needed, he/she will inform the parent involvement coordinator who will make contact with the family to provide needed support.
 - 4.1.5 The teacher and parent involvement coordinator will determine the validity of the reason or excuse.
 - 4.1.6 The teacher and parent involvement coordinator will inform the parent of the importance of the social and educational values of the preschool program.
- 4.2 During this period of time the parent involvement coordinator, teacher, and/or the building principal or program director will evaluate the outcome of the home visit/parent contact.
- 4.3 If further action is necessary, the parent involvement coordinator and/or program director will designate a professional associated with the preschool program to complete an additional home visit to determine what action is appropriate.
- 4.4 Should the absenteeism continue:
 - 4.4.1 the child's allowance to continue in the program may be extended (in writing) -or-

4.4.2 the child may be dis-enrolled from the program (in writing).

4.5 Before a child can be re-enrolled, after having left the preschool program, the child's parent/guardian must request consideration for re-enrollment, which may involve additional assessment prior to a decision being made. Re-enrollment will be based on current eligibility for enrollment, as well as availability of openings.

Adopted by Board of Education: July 18, 2006