Key to School Attendance

- Make a commitment to have your child attend every day and to be on time.
- Keep handy a copy of the district's school calendar for future reference.
- If your child is reluctant to come to school, be sure to communicate this to the classroom teacher. Together you can make plans to address your concerns.
- Make sure your child has daily predictable routines for bedtime and for waking up in the morning.
- Be sure to allow enough time for these routines so you and your child don't feel rushed.
- Have your child get a good night's rest to make sure they have enough energy to participate in the Pre-K classroom activities.
- When you talk to your child be positive about school and school personnel. Cultivate your child's interests in discovering new things and love of learning.

For more information on Mercer County Schools Pre-K Collaborative Programs please contact:

CASE Head Start
Ms. Darlene Martin
304-487-5736
casewv.org

Imagination Station Daycare & Learning Center
Ms. Cammie Hall
304-325-3300
imaginationstationdaycare@yahoo.com

Learning Tree House Child Care Center
Ms. Dawn Parsons
304-487-1594

Mother Goose Child Care Center
Ms. Linda McConnell
304-487-0507
msgoose@frontiernet.net

Mercer County Schools

Stefanie Kopp
Elementary Supervisor/
Pre-K Coordinator
304-487-1551 ext. 286
http://boe.merc.k12.wv.us

http://wvde.state.wv.us/

MERCER COUNTY SCHOOLS PRE-K COLLABORATIVE PROGRAM

ATTENDANCE INFORMATION

A GREAT BEGINNING FOR A LIFETIME OF LEARNING

WV PRE-K ATTENDANCE

In 2002, the West Virginia Legislature passed legislation guaranteeing access to quality Pre-K programs for all four year olds by the Fall of 2012. The legislation mandates school districts collaborate with existing early childhood programs to provide Pre-K services.

Legislation also mandates enrolled preschoolers must abide by the district's attendance policies– even if the Pre-K classroom they are attending is located in a community child care or private faith - based preschool.

The district's attendance policy covers students' absences and tardiness. So, what does this mean for you and your child?

Enrollment

Enrollment in the WV Pre-K program is voluntary. However, once a child is enrolled, Mercer County Schools attendance policies apply.

Mercer County Schools Attendance Policy and how it relates to Pre-K

- If a child has more than 5 days of absences, cumulative or consecutive, the principal or designee shall contact parents.
- If a student accumulates five unexcused absences during a school year, the Attendance Director shall be contacted and the Attendance Director shall serve written notice to the parents or guardian.
- When appropriate, outside agencies may be utilized to assist with attendance related issues.
- When a student accrues ten unexcused absences and/or tardies, the school shall restrict the student from participating school field trips or school assembly programs.
- When a student accrues ten unexcused absences, that student may be referred to the Judge's Attendance Program. For the purpose of the Judge's Attendance Program, three unexcused tardies or three unexcused early dismissals shall equate to one unexcused absences.
- Referrals are made by the Attendance Director in consultation with the principal or designees. Referrals are presented to the Department of Health and Human Resources (DHHR) for processing.
- <u>Parents of students in grades Pre-K through 5 who have accrued ten or more unexcused absences are subject to abuse and neglect charges.</u>

What is and Excused Absence?

Excused Absences include the following:

- Illness or injury of student requiring physician's verification
- Illness or injury in family when student absence is verified as essential by physician.
- Calamities (fire, flood or family emergency)
- Death in Family
- Observance of Religious Holidays
- Approved Curricular or Extra-Curricular Activities (Permission should be obtained from the principal prior to the scheduled visit).
- Legal Obligation with Verification
- Handicapped students' absences should be addressed in accordance with Policy 2419 Regulations for the Education of Exceptional Students.

Unexcused Absence

All absences not covered as an excused absence.