

Attendance Procedure

Regular attendance is essential for satisfactory progress. Each day, new experiences are presented which, in most cases, cannot be duplicated. A student who knows of a future absence from school because of a circumstance (family obligations, scheduled hospitalizations, etc.) should have his/her parent or guardian contact the school office before such absences occur. The primary responsibility for covering what school work has been missed lies with the pupil and their parents and/or guardian. Student attendance is mandated by Monongalia County Board of Education policy. Copies of that policy and procedures (9-04) are available on the county webpage.

Upon return of the student, a parent and/or medical excuse is required.

- A. Pupils are permitted to make-up tests or projects missed during their absence by arranging a convenient time for the teacher and pupil. Teachers may set a time limit for make-up tests, which will include a reasonable amount of time for the pupil to prepare for the tests.**
- B. If time permits teachers will endeavor to help student with work that is missed. However, teachers cannot be responsible for special tutoring of individual instruction of daily work missed in their classes.**
- C. Specific assignments cannot be made in advance for known future absences, although teachers may indicate if requested by pupil, in general areas to be covered during the interim of absences.**
- D. Medical and dental appointments should be arranged outside school hours whenever possible. In instances where it is unavoidable to schedule outside school hours, a medical excuse will be requested. The responsibility for make-up work lies with the pupil and their parent(s) and or guardians.**
- E. If Educational Leave was granted, a detailed journal needs to be submitted to the office upon return.**

****According to Monongalia County Attendance Policy, you and/or your child could be spoken to or receive a letter by the Assistant Principal or the Monongalia County Middle School Attendance Officer if your child exceeds the number of days allowed.**