

**ADMINISTRATIVE GUIDELINES
FULL DAY ATTENDANCE EXEMPTION
CABELL COUNTY SCHOOLS**

Approval Date: January 10, 2017

According to the Cabell County Board of Education Policy 5200-Attendance, Principals of Operation: All students in grades 9-12, in order to obtain the full benefit from the educational programs offered, shall be scheduled in the defined high school curriculum, college courses, career/technical programs or virtual school courses for the full instructional day for four (4) years except for the following compelling circumstances:

- College or Post-High School Education
- Medical condition verified and documented by a physician
- Enlistment in the military after completion of the district graduation requirements
- Financial hardship of student and/or family
- Seniors who have completed 22 or more credit hours toward graduation
- **These guidelines were written prior to the COVID-19 Pandemic. If you have questions regarding attendance exemptions related to COVID-19, contact Keith Thomas, Coordinator of Student Support, at 304-528-5207.**

An exemption from full day attendance may be granted to a student in his/her senior year for one of four reasons:

College or Post-High School Education

A student may be exempted from full day attendance if the educational needs of the student can best be served at the college or post-high school level. Students exempted to attend college or post-high school classes shall show proof of continued enrollment at least every nine weeks to the school's **graduation coach** or the principal's designee. (i.e., a copy of the student's grades from MyMU/professor/instructor, a statement from the student's professor/s.) The student must continue to be in good standing with grades, attendance, and behavior at both the post-secondary and high schools.

Medical Condition

A student may be exempted from full day attendance if a verified and documented medical condition which would prohibit full-time attendance as specified in Cabell County Board of Education Policy 5200.

- Students may be required to produce documentation periodically at the discretion of the school to ensure the need for exemption from full day attendance due to a medical condition is warranted.
- School personnel may ask for a second opinion from a qualified licensed physician for the need for such an exemption at the expense of the Board before determining to grant such a request or continue an exemption.

Military Enlistment

A student may be exempted from full day attendance if he/she enlists in the military after completion of the district graduation requirements.

Financial Need

A student may be exempted from full day attendance if there is a verified and documented financial need where a student must work to help support the family or themselves. This exemption will require approval by the County Board of Education upon recommendation by the Superintendent of Schools.

- Only in the cases of financial hardship will a full-day attendance exemption for documented financial need be considered for those students who are not seniors.
- Students shall not be exempted from attendance for any more than **three periods** of the school day unless financial hardship exists.
- The parent or guardian of the student shall sign that they are in agreement with the request for an exemption due to financial need on the exemption request form.
- The student and/or parent will provide a statement of need, explaining how the exemption would assist the student and/or his/her family.
- The student's employer shall document the student's employment status and hours of employment on the exemption request form.
- The student's counselor and school principal shall review the student's attendance records and transcript to verify the student will be able to meet the requirements for graduation if granted such an exemption.
- Students who receive Board approval for an exemption due to financial need are required to produce documentation of continued employment by providing a copy of his/her paystub to the principal's designee at the first of each month. The school may request more frequent documentation. The principals' designee will also make periodic checks with the student's employer, by phone and/or in person, to verify continued weekly employment during school hours.
- The student must continue to be in good standing with grades, attendance, and behavior.