

Appendix A
Newport News Public Schools
Attendance Policy

Student Attendance Policy

The Newport News Public School division is committed to the academic success of all students and to the belief that all students can learn. Consistent with the school division's mission to provide students with the opportunity to achieve full development of their potential through the acquisition of values, attitudes, knowledge, and skills essential to becoming productive adults, the school division requires that students attend school daily so that they will receive the maximum benefit from the instructional program and develop habits of punctuality, self-discipline, and responsibility.

All parties involved in the educational process will work cooperatively to keep absences and tardies to a minimum. Student attendance at school is the responsibility of students and parents. In order for parents to fulfill their responsibility, the school will keep parents informed of student absences and parents will keep the school informed when their child is absent.

Within one calendar month of the opening of school, the principal of each school will send to the parents or guardian of each student enrolled in the school a copy of the compulsory school attendance requirements of law and the enforcement procedures and policies established by the School Board.

Students are expected to:

- attend school every day and to be punctual
- demonstrate responsible behaviors
- participate in classroom activities

Parents/Guardians are expected to:

- keep records of their child's attendance
- notify the school of student absences
- contact the school and request make-up work during the student's absences
- attend all scheduled parent/principal/teacher meetings
- assist the school in enforcing the standards of student attendance

Administrators and Teachers are expected to:

- provide a relevant, up-to-date curriculum and create a positive learning environment keep accurate attendance records
- provide make-up work to students
- maintain positive home/school relations by contacting parents/guardian
- distribute copies of the attendance policy and procedures to all students
- explain the attendance policy and procedures to all students

Attendance

Attendance on a daily basis is a mandatory requirement of all students. The Code of Virginia, Section 22.1-254, requires that all children who have reached their fifth birthday on or before September 30 and who have not yet reached their 18th birthday must attend school. This requirement does not

Student Attendance (continued)

apply to any child who has obtained a high school diploma, its equivalent, or a certificate of completion or who is exempted pursuant to the provisions of the law. Division attendance personnel are authorized to initiate petitions to begin judicial proceedings when a child is absent in violation of the compulsory school attendance law.

In accord with the Code of Virginia, which states that "Every teacher in every school in the Commonwealth shall keep an accurate daily record of attendance of all children," the teacher's class record is the official record of student attendance.

Field trips, athletic events, student government activities, and other functions sanctioned by the school are normal school activities and students are considered to be present when attending these events.

Absences

Students are expected to be in school every day. If a student must be absent, on the first day of such absence, the parent or guardian is responsible for contacting the school by phone, note or other means in order to explain the absence. For any absence, the parent/guardian, within two days of the student's return to school, must send a note providing dates of and reasons for the absences. This note will be maintained until the end of the school year for the purposes of documentation. A parent does not need to contact the school when absences have been prearranged.

Middle and high school students may fail or may not be promoted depending on the number of absences accrued or whether or not they successfully complete a redemptive option. A redemptive option is an opportunity for the student to make up the time he/she has missed from school and, thus, avoid the sanctions.

ELEMENTARY SCHOOL

When a student accumulates more than five (5) absences in an academic year for reasons other than those which exempt the student from the sanctions of the attendance policy and all school interventions have been unsuccessful, the student and parent(s) may be referred to the Juvenile and Domestic Relations Court.

MIDDLE SCHOOL

Middle school students who have more than five (5) absences in a marking period due to reasons other than those which exempt the student from the sanctions of the attendance policy will fail for the marking period.

A middle school student who has more than eighteen (18) absences in an academic year due to reasons other than those which exempt the student from the sanctions of the attendance policy will not be promoted to the next grade.

A middle school student who is absent more than eighteen (18) days during the academic year for any reason will be subject to an administrative review to determine a need for support services. A referral to the Juvenile and Domestic Relations Court may occur when attendance problems/concerns arise.

Student Attendance (Continued)

There will be in each middle school a redemptive option for students who face sanctions for excessive absences. This redemptive option will provide an opportunity for students to address attendance deficiencies that have caused them to be subject to the sanctions of the attendance policy. A student will have no more than 10 administrative working days beyond the end of the marking period or year (whichever is applicable) to fulfill a redemptive option. After the close of a marking period or year, the maximum number of days that can be redeemed to avoid a sanction will be two days.

HIGH SCHOOL

High school students who have more than five (5) absences in a marking period from any class due to reasons other than those which exempt the student from the sanctions of the attendance policy will fail the class for the marking period.

A high school student who has more than nine (9) absences in any class in a semester due to reasons other than those which exempt the student from the sanctions of the attendance policy will fail the class for the semester.

A high school student who has more than nine (9) absences in a semester for any reason will be subject to an administrative review to determine a need for support services. A referral to the Juvenile and Domestic Relations Court may occur when attendance problems/concerns arise.

There will be in each high school a redemptive option for students who face sanctions for excessive absences. This redemptive option will provide an opportunity for students to address attendance deficiencies that have caused them to be subject to the sanctions of the attendance policy. A student will have no more than 10 administrative working days beyond the end of the marking period or semester (whichever is applicable) to fulfill a redemptive option. After the close of a marking period or semester, the maximum number of days that can be redeemed to avoid a sanction will be two days.

Absences Exempt from the Sanctions of the Policy

The following conditions provide the only acceptable reasons for a student's absence from school. Absences for these reasons would cause the student to be exempt from the sanctions of the attendance policy.

Student Illness - When a student is unable to attend school due to an illness, a note written by the parent or a physician documenting the illness will provide evidence of the illness for the school records.

Chronic/Extended Illness - For students who are absent because of chronic illnesses, a disability, or because of a need for homebound services, the parent must complete a chronic/extended illness notification form with the principal at the beginning of the enrollment of the student in school or upon onset of the student condition that affects regular attendance. Documentation from a physician will be required. For students who are absent more than ten days in a month and/or who exhibit defined patterns of absences, the parent will be required to complete a chronic/extended illness notification form. Documentation from a physician will be required. If the parent does not the principal will review the child's attendance for needed services and/or applicable sanctions of the attendance policy, i.e., the child may fail the course(s) or not be promoted.

Student Attendance (continued)

Prearranged Appointments - For appointments with the court, social services, or other state agencies and appointments with health care providers, official documentation must be presented to the school.

Family Death or Emergency - For absences because of a death in the family or an emergency beyond the family's control, the parent must notify the school and provide documentation for the absence.

Religious Observances - Absences as a result of observances of religious holidays should be prearranged by the parent, who is responsible for notifying the child's school of the religious holidays to be observed. The request for exemption must be received no later than the second day after the child returns to school from the absence occasioned by the religious observance.

Exclusions/Suspensions - For absences because of an exclusion or suspension, the parent will be notified of the suspension/exclusion and the date when the student will be expected to return to school. The student must return on the indicated date.

Exceptional Circumstances - The principal may approve prearranged absences for situations in which an exemption from attendance appears to be in the best interests of the student and his/her family. In documented, extenuating circumstances, the principal may approve an absence after-the-fact as exempt from the sanctions of the attendance policy. No more than five (5) days may be approved by the principal for exceptional circumstances during a school year. For requests of more than five (5) days, the request must be endorsed by the principal and approved by the superintendent/designee.

Perfect Attendance

For purposes of determining perfect attendance, the student must be in attendance for at least 50% of the day to be counted as present for the school day. Pre-arranged absences for religious observances will not count against perfect attendance.

Tardies

Tardiness to school or to class is addressed as a discipline issue in the Rights and Responsibilities Handbook.

Make-Up Work

When students are absent, an opportunity to make up work will be provided. Make-up work is encouraged so that students will profit from future instruction. In middle and high school, it is the student's responsibility to ask the teacher for the make-up work. Work (including tests) missed due to an absence may be made up and credit given for such work. Upon the student's return to school, he/she must make up the work within five school days. Additional time may be granted by the principal due to extenuating circumstances. A student will not be penalized for a teacher's absence.

Student Attendance (continued)

Students are encouraged to get make-up work assignments before returning to school. They may do this by:

Absence of one or two days: Contact a friend in class to obtain information on work missed.

Absence of three or more days: Call the school office requesting assignments remembering that teachers need 24 hours to prepare assignments.

Schools will provide interventions and alternative educational options for students who fail to make academic progress as a result of attendance problems.

An Appeal Process will be available to parents/guardians when a student has failed a subject or failed to be promoted due to lack of attendance.

The Superintendent will develop procedures that will enforce the Attendance Policy of the Newport News School Board and the provisions of the Code of Virginia 22.1-258.

Legal Reference:

Code of Virginia, 22.1-254: Every parent, guardian, or other person in the Commonwealth having control or charge of any child who will have reached their fifth birthday on or before September 30 of any school year and who has not passed the eighteenth birthday, during the period of each year the public schools are in session and for the same number of days and hours per day as the public schools, send such child to a public school or a private, denominational, or a parochial school or have such child taught by a tutor or teacher of qualifications prescribed by the Board of Education and approved by the division superintendent or provide for home instruction of such child, as described in 22.1-254.1.

Code of Virginia, 22.1-257 D: As used in subdivision A 2 of this section, the term "bona fide religious training or belief" does not include essentially political, sociological or philosophical views or merely personal moral code.

Revised: July 1, 1979; November 12, 1987; July 27, 1988; June 20, 1990; June 1991; August 1992; January 19, 1994; April 17, 1996

Appendix B
Attendance Program
Saturday Redemptive School

SATURDAY REDEMPTIVE SCHOOL
1996 - 97

PURPOSE

To provide a program designed to serve as an alternative to suspension and expulsion from school for students with attendance problems . Upon completion of Saturday Redemption School, the student's name will be placed on a list of completion or non-completion and sent back to his/her respective school where his/her teachers and attendance officers will take the appropriate action.

Location: Warwick High School
Where: Trailers (outside the gymnasium area)
Time: Saturday 08:30 - 11:30 AM (student)
Time: Saturday 08:00 - 12:00 AM (staff)
Begins: Saturday, September 21, 1996

STAFF

Coordinator - Frank H. Johnson
1. Three degreed attendance officers
2. Security

TRANSPORTATION

Provided by parents or students

SCHEDULE

08:30 AM - Classes begin
10:00 AM - Break
10:15 AM - Classes resume
11:30 AM - Classes dismissed

REGISTRATION

Registration will be done on a first come, first serve and space available basis. A list of students who are failing because of poor attendance will be supplied by the Assistant Principals of Operations for each high school and the Principals of each middle school.

DISCIPLINE

The rules contained in the Rights and Responsibilities Handbook apply to all students enrolled in N.N.P.S.

NEWPORT NEWS ATTENDANCE POLICY - 1996/97

Middle and high school students who have more than 5 (five) absences in a marking period from any class, due to reasons other than those which exempt the student from the sanctions of the attendance policy, will fail the class for the marking period.

These students will have until the end of the semester to redeem his/her absences.

GOALS

1. Academic remediation
2. Attendance remediation
3. Offer students the opportunity to make up the days or class periods they have missed
4. Demonstrating that schools are concerned for each student
5. High expectations for all students
6. Data collection system for potential dropouts and high risk students
7. Involvement of parents
8. Alternative education
9. Positive approach to discipline
10. Build self-esteem at every opportunity

SCHOOL ATTENDANCE FOR 1996/97

Middle and high school students who have more than five absences in a marking period from any class, due to reasons other than those which exempt the student from the sanctions of the attendance policy, will fail the class for the marking period. These students will have until the end of the semester to redeem his/her absences.

STRUCTURE

The school will have three attendance officers. There will be one lead and two classroom monitors.

Lead Attendance Officer will collect attendance forms, sort the cards and place the cards on the coordinators desk. The lead Attendance Officer will also assist in discipline and other problems. He is to call the coordinator when there is a pressing problem.

The school will have one security officer. His job will be to provide safety and order in the school environment.

RULES

1. The students will report on time (be in the classroom when the tardy bell rings).
2. The student will only communicate with the instructor or tutor during class.
3. The dress code is the same as for regular school.
4. Insubordination will result in suspension. (Rule #8)
5. No babysitting will be allowed.
6. No pets or friends will be allowed in the classroom.
7. The following will result in immediate expulsion:
 - a. portable communication devices
 - b. weapons or look-alike weapon
 - c. fighting or causing disruption

G

☞ To provide Attendance Remediation that offers students the opportunity to make up the days or class periods they have missed.

O

☞ To provide Academic Remediation.

☞ To demonstrate that the school division is concerned for each student.

A

☞ To promote high expectations for all students.

☞ To implement a data collection system for identifying potential dropouts and high risk students.

☞ To promote involvement of parents.

L

☞ To provide an alternative education opportunity.

☞ To demonstrate a positive approach to discipline.

☞ To build student self-esteem in an orderly environment.

S

R

☞ The student will report on time (be in the classroom when the tardy bell rings).

U

☞ The student will communicate only with the instructor or tutor during the class.

☞ The dress code is the same as for regular school.

L

☞ All of the rules in the ***Rights and Responsibilities Handbook*** will be strictly enforced. Insubordination (Rule 8) will result in immediate suspension.

☞ No babysitting will be allowed.

☞ No pets or friends will be allowed in the classroom.

E

☞ Students will not be allowed to leave school property during breaks.

☞ The following will result in suspension or recommendation for long-term suspension or expulsion: Telephones, beepers, use of tobacco products or other drugs, weapons or look-alike weapons, and fighting.

S

Referral Process

- ☞ A list of students for Saturday Redemptive School should be submitted not later than 3 p.m. on the Wednesday—two working days before the Saturday Redemptive School.
- ☞ The list should be supplied by Attendance Officer, Administrative Assistant or APO on the high school level, and Principal or designee on the middle school level.
- ☞ Enrollment is on a first come, first serve, space-available basis. Students with five or more non-exempt absences will be given priority over students with less than five non-exempt absences.
- ☞ Classwork for referred students should be received by the Saturday School administrator no later than Noon on the Friday preceding the Saturday Redemptive School.
- ☞ Each student will sign in and give the time he/she arrives at SRS. Students will be asked for picture identification.
- ☞ Students who fail to complete the entire time will be referred to school attendance personnel for reassessment.

(Send on School Letterhead)

Date _____

Dear Parent/Guardian:

RE: _____

Your child has been referred to Saturday School because of the accumulation of non-exempt absences. Your child has been scheduled to attend on:

_____.

Location: Warwick High School

Time: 8:30 to 11:30 a.m.

Transportation is not offered to students attending Saturday School. This is an opportunity for your child to make up time missed from regular school and thus avoid sanctions of the attendance policy.

Please remind your child of the following rules:

1. The student will report on time with picture ID if available..
2. All of the rules in the ***Rights and Responsibilities Handbook*** will be strictly enforced.
3. Students will not be allowed to leave school property during breaks.
4. Students are expected to bring paper, pencil and other school supplies as needed.

If you have questions, regarding your child's referral to Saturday School please contact:

School Attendance Personnel

Phone

Appendix C

Time Sequence of School Board

Agenda Items

TIME SEQUENCE OF SCHOOL BOARD
Agenda Items

Attendance Policy Draft.....	7/28/95
Attendance Issues and Policy	7/31/95
Attendance Work Session Summary.....	9/01/95
Attendance Summary Report.....	11/03
Comments on Attendance Policy	2/16/96
Implementation of New Attendance Policy	3/13/96
Implementation of New Attendance Policy	3/14/96
Changes in Attendance Policy	3/22/96
Letters to Parents-Attendance Policy	4/16/96
Letters to Parents-Attendance Policy	4/16/96
Letter to Julia Wood-Attendance Policy.....	4/16/96
Attendance Comparison.....	4/18/96
High School Attendance Requirements.....	5/17/96
Interim Superintendent Criteria, Selection Process, and Decision	6/03/96
Superintendent Search, Proposal to Conduct	6/03/96
Interim Superintendent, Personnel Announcement.....	6/04/96
Interim Superintendent, Motion for Appointment.....	6/07/96
Interim Superintendent Appointment.....	6/10/96
Superintendent Search, Letter from Gary L. Ray.....	6/14/96
Superintendent Search Team Discussions.....	7/01/96
Superintendent Search Team Pageant	7/01/96
Superintendent Registration Superintendent Search Correspondence.....	7/12/96
Superintendent Search Correspondent.....	7/12/96
Superintendent Search	7/26/96
Superintendent Update	7/23/96
Superintendent Search, Memo from John McMillan	7/23/96
Superintendent Search and Advertisements	8/02/96
Attendance Data	8/17/96
Attendance Summary Report.....	10/11/96
Student Attendance Update	10/25/96
Superintendent Appointment.....	11/20/96
Attendance Tracking System	11/27/96

Appendix D
Student, Parent, and Teacher

Survey Instruments

Appendix E

Validation of Survey Content

Feedback Sheet

Validation of Survey Content

For

The Evaluation of the Attendance Policy and Attendance Program
And
Its Perceived Effects on High School Attendance

By

Wayne K. Smith
December 16, 1997

Please Return to:

Wayne K. Smith
12465 Warwick Blvd
Newport News, VA 23606

Thank you for your assistance!

Content Validity of Survey

The purpose of this survey is to provide the reader of this document the opportunity of assisting the researcher in a content validity study. The survey statements address the following research question: What is the perception of students, parents, and teachers regarding the attendance policy and attendance program (Saturday Redemptive School)?

Directions:

The following items are being considered for use on surveys to determine the perceived effects of the attendance policy and attendance program(SRS) on high school attendance. Three ratings will be used to identify if the statements have an association to the attendance policy, are clear, and appropriate to gather information on the attendance policy and program. The first rating will tell the researcher how strongly you feel the statement is associated with the attendance policy and program(SRS).

Association Rating Scale

- 3 - strong
- 2 - somewhat strong
- 1 – weak

The second rating will indicate the clarity of the statement.

Clarity Rating Scale

- 3 - strong
- 2 - somewhat strong
- 1 - weak

The third will indicate the appropriateness of the statement to the attendance policy and program.

Appropriateness Rating Scale

- Yes - appropriate
- No - not appropriate

Please read the statements that follow and check the category that you think best fit.

Thank you for your time and assistance.

Statements	Association Rating 3,2,1	Clarity Rating 3,2,1	Appropriateness Yes/No
1. The attendance policy is necessary and needed			
2. The attendance policy is reducing the number of days students are out of school.			
3. The attendance policy helps students demonstrate responsible behaviors.			
4. The attendance policy helps students to participate in class activities.			
5. The attendance policy is understood by students.			
6. The Saturday Redemptive School is keeping students from failing courses due to their attendance.			
7. Saturday Redemptive School is meeting the needs of students.			
8. Saturday Redemptive School is a productive intervention for the attendance policy.			
9. Saturday Redemptive School should be changed.			
10. The attendance policy has been fully explained to students and parents.			

-continued

Statements	Association Rating 3,2,1	Clarity Rating 3.2.1	Appropriateness Yes/No
11. Parents understand the attendance policy and keep records of attendance.			
12. Teachers distribute copies of the attendance policy and procedures.			
13. Teachers keep accurate attendance records.			
14. Attendance expectations are clearly defined to students by the school administration.			
15. The attendance policy has been fully explained and adhered to by students and parents.			
16. The attendance is understood by teachers.			
17. The attendance policy and its expectations are fully understood and adhered to by teachers.			
18. The five unexcused absences rule is keeping students in school.			

Appendix F

Application for Research Authorization

**NEWPORT NEWS PUBLIC SCHOOLS
RESEARCH AND PROGRAM EVALUATION SERVICES
APPLICATION FOR RESEARCH AUTHORIZATION**

1. Name of applicant: Wayne K. Smith
 Mailing address: 29 Woodsman Road
Hampton, VA 23666 Phone # (757) 826-7361
 Position Regional Director School/Office Administrative & Alternative Svcs

2. School or location where project is proposed to be carried out:
Administration Building - Administrative & Alternative Services

3. Title of proposed project:
"An Evaluation of the Attendance Policy and Program and Its Perceived Effects on High School Attendance in an Urban School Division Located in Eastern Virginia"

4. Statement of problem to be researched (simply, what are you trying to find out?):
Is the newly adopted attendance policy and program making a difference on high school attendance?

5. List testing or survey instruments being used for this research. Attach a copy of all instrument(s).
Attendance Data

6. List resources and support being requested (time, participation of groups, etc.):
Research Department members are pulling data from computer files. Completion time is three days.

7. Will you be conducting research requiring a **Informed Consent Form**? If yes, attach a copy of this form.
No

- 8. Estimate of timeframe planned to complete the proposed project:
One year

- 9. How will participation in this project benefit students or advance the professional knowledge of teachers?
Provide teachers and students with evidence that could determine the effectiveness of a newly adopted attendance policy and attendance program.

- 10. If this proposal is for a project at the doctoral level, please attach an abstract of the research proposal.

* * * * *

I understand that if my request is granted, I must adhere to the following limitations:

- A. Teacher/student/parent participation will be on a volunteer basis. Solicitation for volunteers will be made in accordance with guidelines established by the Research Authorization Review Committee, Newport News Public Schools.

- B. All information and findings related to this project will be held in the strictest confidence by the investigator. The name of an individual participant, school name(s) and/or Newport News Public Schools will not identified in the project results.

- C. A copy of results and conclusions will be provided to the Research Authorization Review Committee, Newport News Public Schools.

Your signature below affirms that your responses to items 1-9 above are true and accurate to the best of your knowledge.

Wayne K. Smith
Applicant's Signature

Date

FOR OFFICE USE ONLY

Date Application Received: _____	
Approved: _____	Not Approved _____
_____ Authorization	_____ Date

Abstract:

The purpose of this quantitative study is to determine the effect of the attendance policy and attendance program after one year of implementation in an urban Eastern Virginia school division with total high school population of approximately 5,820 students.

Methodology/Findings/Significance. This multi-faceted study will examine the impact of this new policy by conducting statistical analyses of attendance data, programmatic data, and surveys of students, parents, and teachers. This will allow for the examination of the question, for example, whether there is a differential impact of the policy among the grades (9, 10, 11) during the 1996-1997 school year with respect to high school attendance after adjusting for initial differences on the 1995-1996 high school attendance through the use of an analysis of covariance. Additionally, the perceptions of students, parents, and teachers regarding the new attendance policy will be examined along with the degree to which a specially-designed program, Saturday Redemptive School, will effect the academic pass rate of participants. Findings will show whether or not policy and attendance programs may have benefited student attendance. The results of this study will provide valuable data to assist in the formulation of attendance policies for inner-city district level and school-based administrators locally and across the country regarding the effectiveness of school attendance policies and attendance programs.

Appendix G

Approval for Data Collection

February 2, 1998

Mr. Wayne K. Smith
Regional Director
Newport News Public Schools
12465 Warwick Blvd.
Newport News, Virginia 23606

Dear Mr. Smith:

Your request to conduct the research project *An Evaluation of the Attendance Policy and Program and Its Perceived Effects on High School Attendance in an Urban School Division Located in Eastern Virginia* has been considered by the Research Authorization Review Committee. I am pleased to inform you that your request has been approved with the following stipulations:

- You must obtain permission from Dr. Oliver Spencer, Assistant Superintendent, before beginning your project.
- No students may be identified, and no references to any Newport News High School or to Newport News Public Schools should be made in your report results.
- At the conclusion of your project, copy of your final report of results must be sent to the Research Authorization Review Committee.

I wish you much success with your dissertation. If you have any questions, please feel free to contact me at 591-4663.

Sincerely,

Neil A. Stamm, Ed. D.
Coordinator of Program Evaluation

cc: Dr. Oliver Spencer, Assistant Superintendent

Appendix H

Survey Permission Letter
To Principal

December 16, 1997

TO: High School Principals

FROM: Wayne K. Smith, Regional Director

SUBJECT: **Student, Parent, and Teacher Survey**

I would like your permission and cooperation in administering a student survey to a stratified random sample of male and female students. Twenty percent of your student population requested to take part in the survey, which should only take about five minutes to administer.

Additionally, I would like to place teacher surveys in the mailboxes of every fifth teacher on your staff to gain their perception of the attendance policy and Saturday Redemptive School.

I will call each of you within a week to seek your approval. Thank you in advance or your continued support. Hopefully, the results will benefit the students of our great school division.

Appendix I

Survey Instruments
Cover Letters

January 1998

Dear Student,

The purpose of this letter is to ask you to take a few minutes to answer the attached survey about Newport News Public Schools attendance policy and program (Saturday Redemptive School). The results will be used to determine what necessary changes are needed in the attendance policy and program (SRS).

Please answer each question on the survey and return the completed form to your teacher.

Please be assured that your name will not be used in any written or presented results.

Once again, thank you for taking time from your school day to complete and return the survey by tomorrow.

Sincerely,

John Kilpatrick, Ed.D.
Substitute Principal, Heritage High School

Wayne K. Smith
Regional Director

January 1998

Dear Student,

The purpose of this letter is to ask you to take a few minutes to answer the attached survey about Newport News Public Schools attendance policy and program (Saturday Redemptive School). The results will be used to determine what necessary changes are needed in the attendance policy and program (SRS).

Please answer each question on the survey and return the completed form to your teacher.

Please be assured that your name will not be used in any written or presented results.

Once again, thank you for taking time from your school day to complete and return the survey by tomorrow.

Sincerely,

Stanley W. Mayo
Principal, Warwick High School

Wayne K. Smith
Regional Director

January 1998

Dear Student,

The purpose of this letter is to ask you to take a few minutes to answer the attached survey about Newport News Public Schools attendance policy and program (Saturday Redemptive School). The results will be used to determine what necessary changes are needed in the attendance policy and program (SRS).

Please answer each question on the survey and return the completed form to your teacher.

Please be assured that your name will not be used in any written or presented results.

Once again, thank you for taking time from your school day to complete and return the survey by tomorrow.

Sincerely,

Ashby Kilgore, Ed.D.
Principal, Woodside High School

Wayne K. Smith
Regional Director

January 1998

Dear Student,

The purpose of this letter is to ask you to take a few minutes to answer the attached survey about Newport News Public Schools attendance policy and program (Saturday Redemptive School). The results will be used to determine what necessary changes are needed in the attendance policy and program (SRS).

Please answer each question on the survey and return the completed form to your teacher.

Please be assured that your name will not be used in any written or presented results.

Once again, thank you for taking time from your school day to complete and return the survey by tomorrow.

Sincerely,

Robert Johnson
Principal, Menchville High School

Wayne K. Smith
Regional Director

January 1998

Dear Student,

The purpose of this letter is to ask you to take a few minutes to answer the attached survey about Newport News Public Schools attendance policy and program (Saturday Redemptive School). The results will be used to determine what necessary changes are needed in the attendance policy and program (SRS).

Please answer each question on the survey and return the completed form to your teacher.

Please be assured that your name will not be used in any written or presented results.

Once again, thank you for taking time from your school day to complete and return the survey by tomorrow.

Sincerely,

Michael W. Evans, Sr.
Principal, Denbigh High School

Wayne K. Smith
Regional Director

January 1998

Dear Parent,

The purpose of this letter is to ask you to take a few minutes to answer the attached survey about Newport News Public Schools attendance policy and program (Saturday Redemptive School). The results will be used to determine what necessary changes are needed in the attendance policy and program (SRS).

Please answer each question on the survey and return the completed form to your teacher.

Please be assured that your name will not be used in any written or presented results.

Once again, thank you for taking time from your school day to complete and return the survey by tomorrow.

Sincerely,

John Kilpatrick, Ed.D.
Substitute Principal, Heritage High School

Wayne K. Smith
Regional Director

January 1998

Dear Parent,

The purpose of this letter is to ask you to take a few minutes to answer the attached survey about Newport News Public Schools attendance policy and program (Saturday Redemptive School). The results will be used to determine what necessary changes are needed in the attendance policy and program (SRS).

Please answer each question on the survey and return the completed form to your teacher.

Please be assured that your name will not be used in any written or presented results.

Once again, thank you for taking time from your school day to complete and return the survey by tomorrow.

Sincerely,

Stanley W. Mayo
Principal, Warwick High School

Wayne K. Smith
Regional Director

January 1998

Dear Parent,

The purpose of this letter is to ask you to take a few minutes to answer the attached survey about Newport News Public Schools attendance policy and program (Saturday Redemptive School). The results will be used to determine what necessary changes are needed in the attendance policy and program (SRS).

Please answer each question on the survey and return the completed form to your teacher.

Please be assured that your name will not be used in any written or presented results.

Once again, thank you for taking time from your school day to complete and return the survey by tomorrow.

Sincerely,

Ashby Kilgore, Ed.D.
Principal, Woodside High School

Wayne K. Smith
Regional Director

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Robert Johnson
Principal, Menchville High School

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Regional Director

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Principal, Denbigh High School

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Regional Director

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Should you have any questions, please call Mr. Smith at 591-4580 between the hours of 8:00 a.m. and 4:00 p.m.

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John Kilpatrick, Ed.D.
Substitute Principal, Heritage High School

Wayne K. Smith
Regional Director

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Ashby Kilgore, Ed.D.
Principal, Woodside High School

Wayne K. Smith
Regional Director

VITA

Wayne K. Smith

RESUME

Wayne K. Smith
 29 Woodsman Road
 Hampton, Virginia 23666
 (757) 826-7361

EDUCATIONAL PREPARATION:**Doctor of Education**

May 1998

Virginia Polytechnic Institute and State
 University, Blacksburg, VA

Certificate of Advanced Graduate Study

Virginia Polytechnic Institute and State University July 1997

Virginia Urban School Fellow

June 1992

The College of William and Mary, Williamsburg, VA

Master of Science - Educational Leadership

May 1987

Old Dominion University, Norfolk, VA

Master of Science - Elementary Education NK-4, 3-8

May 1982

Norfolk State University, Norfolk, VA

Bachelor of Science - Elementary Education NK-4

May 1980

Norfolk State University, Norfolk, VA

PROFESSIONAL/WORK EXPERIENCE:

1992 – Present	Regional Director Administrative and Alternative Services
1989 – 1992	Principal Hidenwood Elementary School
1989 – Summer	Principal Get Set Summer Program

Wayne K. Smith
 Resume
 Page 2

PROFESSIONAL/WORK EXPERIENCE continued:

1988 – 1989	Assistant Principal Hidenwood/Sedgefield Elementary Schools
1986 – 1988	Staff Development Specialist
1983 – 1985	Summer School Teacher
1982 – 1986	Teacher Newsome Park Middle School Primary (Grade 2)
1980 – 1982	Teacher Corp Intern Norfolk Public Schools Norfolk State University
1981 – Summer	Resource Leader Roberts Park Summer Day Camp
1980 – 1981	Small Group Tutor Hunton YMCA Norfolk, VA
1979 – 1980	Computer Programmer Norfolk Scope Convention Center

MEMBERSHIP :

Newport News Reading Council
 National Alliance Black School Educators
 Phi Beta Sigma Fraternity Inc.
 NAACP
 Norfolk State University Alumni Association
 Old Dominion Alumni Association

AWARDS AND HONORS:

Outstanding Volunteer Service
 Newport News Public Schools
 Norfolk Public Schools
 Hunton YMCA
 Citizen Boys Club

Wayne K. Smith
 Resume
 Page 3

AWARDS AND HONORS continued:

Outstanding Service
 Newport News Public Schools
 Norfolk Public Schools
 Phi Beta Sigma Fraternity Inc.
 Mount Olive Baptist Church
 Ebenezer Baptist Church

Outstanding African-American
 Magruder Primary School

Outstanding Prospective Teacher
 1979 - 1980
 Norfolk State University

SPECIAL PROFESSIONAL LEADERSHIP ACTIVITIES:

Workshop Presenter
 Minority Male Mentorship Program - "Survival Tips For Teachers"
 Instructional Department - "Effective Instructional Strategies"
 Staff Development Department - "Reinforcement Theory"
 Newport News Reading Council –
 "The Importance of Reading In the Classroom"
 Administrative and Alternative Services Department –
 "Effective Leadership Strategies"
 East End Civic Tenant Association - "Building An Effective Partnership With Your
 Child's School"
 Norfolk State University - "What Every Beginning Teacher Must Know"
 Hampton University - "Effective Observational Strategies of the Building
 Administrator"
 Hampton Public Schools - "Thinking of an Educational Career Path"
 Various Churches - "How Educational Can Benefit Your Child?"

Newport News Public Schools Visiting Team Representative

Newport News Public Schools Personnel Recruiter

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Wayne K. Smith
Resume
Page 4

Special Professional Leadership Activities continued:

Task Force/Committee Participation
United Way Community Assessment Committee
New Horizons Quality Council
Diversity Ad Hoc Committee
Celebrate 1-3 Committees
School Assignment Task Force
Regional II Superintendents Study Group
Citizenship Task Force

REFERENCES :

Provided Upon Request

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