

Hampshire County

# School Attendance Matters

*Attend Today Achieve Tomorrow*



*Skipping Class is Missing Out!*

## STRIVE FOR FIVE

Every day In School Matters

Timing Is Everything. Get To School On Time!

*It's not in to be out*

*Be Here! Every Day. All Day. All the Way!*

In Hampshire County  
School Attendance Matters



**STRIVE FOR FIVE**

This year, Hampshire County Schools are making a special effort to ensure that all students fully benefit from their education by attending school regularly. We have set a countywide goal of reducing absenteeism by encouraging student to Strive for Five. Attending school regularly helps children feel better about school—and themselves. Your student can start building this habit now. Consistent attendance will help children do well in high school, college, and at work.

**Did You Know?**

- Starting in kindergarten, too many absences (excused and unexcused) can cause children to fall behind in school
- Missing two days of school per month increases the chance that your student will not read or master math at the same level as their peers.
- Being late to school can lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up
- By 6<sup>th</sup> grade, absenteeism is one of the three signs that a student may drop out of high school.
- By being present at school, your child learns valuable social skills and has the opportunity to develop meaningful relationships with other students and school staff.

**What We Need From You**

We miss your student when they are gone and we value their contributions to our school. We would like you to help ensure that your student attends regularly and is successful in school. If your student is going to be absent, please contact your school principal.

**Our Promise To You**

We know that there are a wide variety of reasons that students are absent from school, from health concerns to transportation challenges. There are many people in our buildings prepared to help you if you or your student face challenges in getting to school regularly or on time. We promise to track attendance *daily*, to notice when your student is missing from class, communication with you to understand why they were absent, and to identify barriers and supports available to overcome challenges you may face in helping your student attend school.

Thank you for your support in making this a fantastic school year, as we strive to ensure all students fully benefit from their education.

## EXCUSABLE ABSENT REASONS

WV Code §18-8-1 and Hampshire County Board of Education Policy 5200 permit students to be excused from school for:

- Absences that result from school-approved curricular/co-curricular /extra-curricular activities; failure of the bus to run/hazardous conditions, Student Assistance Team (SAT) Plan, Improvement Education Program (IEP) or Section 504 Plan and other county board approved excused absences.
- Personal illness or injury of the student.
- Personal illness or injury of the student's parent, guardian, custodian, or family member, provided, that the excuse must provide a reasonable explanation for why the student's absence was necessary and caused by the illness or injury in the family.
- Medical or dental appointment with written excuse from physician or dentist.
- Documented chronic medical conditions that may require multiple or regular absences. These conditions must be documented annually with a valid physician's note that explains the condition and anticipated impact on attendance. The necessity for the absences must be approved and reviewed quarterly by the SAT, IEP, or 504 team (See §126-81-5.3.c.4.).
- Participation in homebound or hospital instruction due to an illness or injury or other extraordinary circumstances that warrants home or hospital confinement.
- Documented disabilities consisting of any mental or physical impairment that substantially limit one or more major life activities and are documented annually with a valid physician's noted that explains the disability and the anticipated impact on attendance. The necessity for the absences must be approved and reviewed quarterly by the SAT, IEP, or 504 team (See §126-81- 5.3.c.4).
- Calamity, such as fire or flood.
- Death in the family.
- Judicial obligation or court appearance involving the student.
- Military requirements for student enlisted or enlisting in the military.
- Personal or academic circumstances approved by the principal up to five (5) days per semester.
- Leaves of Educational Value adhering to these stipulations:
  - Prior approval of school administrator (a minimum of forty-eight hours prior to the absence).
  - Prior submission and approval of education plan detailing and activities.
  - Leave not to exceed ten days and verification implementation of the education plan upon student's return, or
  - Leave to extend more than ten days requires county board approval.

Parents should be warned that extended leave is not a wise practice and could be detrimental to the student's academic achievement. Furthermore, no teacher will be required to provide free tutoring for the student.

## ABSENCE REASONS WHICH CANNOT BE EXCUSED

Unexcused Absences - shall be any absence not specifically included in the definition of "excused absence."

## DOCUMENTATION REQUIRED FOR EXCUSED ABSENCES

When returning from school after an absence, all documentation relating to absences shall be provided to the school no later than three instructional days after the first day the student returns to school. The documentation should include a note from the student's parent, guardian or custodian, the reason for the absence, and a valid signature of the parent/guardian, physician, dentist, or self if an adult student.

- West Virginia Code §18-8-4 Hampshire County School's excused absences are include:
  - Personal illness or injury of the student, illness of student must be verified in writing or by email (but no telephone calls) by custodial parent/guardian, adult student or emancipated minor not to exceed 5 days per semester. The reviewing administrator may require documentation by a physician if absences exceed three consecutive days.
  - Personal illness or injury of the student's parent, guardian, custodian, family member; provided, that the excuse must provide a reasonable explanation for why the student's absence was necessary and caused by the illness or injury in the family; Provided, however, that the principal may request additional documentation including , but not limited to, a statement from a medical,

# Hampshire County Schools

## STRIVE FOR FIVE



### Good Attendance for Success

### Every Minute in School Counts

Attendance matters to your school success! Good attendance is missing not more than 1 day of school a month, whether excused or unexcused. Chronically absent is when you miss 18 school days a year or 2 days a month.

Students with good attendance

- Read better
- Have higher GPA's
- Will be on track for high school graduation

### Track your child's absences

Mark an "X" or write the date in each time you miss school, excused or unexcused.

A whole year has 365 days.  
 A school year has only 181 days.  
 That leaves 185 days to spend on family time, visits, holidays,  
 shopping, household jobs, and other appointments

1st	2nd	3rd	4th	5th	6th	7th	8th	9th	DANGER!
									Your child is at risk of school failure.

**Great Start**  
 0-9 Days Absent  
 100%-95% Attendance  
 Best Chance for success.  
 Gets your child off to a solid start.

**Worrying**  
 10-17 Days Absent  
 94%-90% Attendance  
 Less chance for school success.  
 makes it harder for your child to  
 Make progress.

**Serious Concern**  
 18+ Days Absent  
 89% Attendance  
 Your child will find it  
 very difficult to make  
 Progress. May result in  
 Court action & likely  
 Route to dropout.