

## CALENDAR:

### 2024-2025 Holidays

- September 2- Labor Day
- November 11-Veteran's Day
- November 5- Election Day
- January 20-MLK Day
- May 26- Memorial Day

### 2024-2025 Breaks

- Fall: November 25-November 29  
*Students return December 2*
- Winter: December 24-January 3  
*Students return January 6*
- Spring: April 18-April 25  
*Students return April 28*

### 2024-2025 Professional Learning Days- No School for Students

- October 14
- January 2-3
- February 17
- March 17

### 2-Hour Early Release:

- December 16
- April 7

## CONTACT



Emilie Embrey  
Attendance Director  
[emilie.embrey@k12.wv.us](mailto:emilie.embrey@k12.wv.us)  
304-822-3528 Ext. 151



Hampshire County Board of Education  
111 School Street  
Romney, WV 26757

# ATTENDANCE MATTERS

HAMPSHIRE COUNTY  
SCHOOLS

# Strive for 5

2024-2025  
Attendance Information

*“Excellence in Teaching & Learning”*

## EXCUSED ABSENCES

If your student is absent from school, documentation must be submitted to your student's school within **three (3)** days of the absence. Following are excused absence reasons:

- ♦ Failure for Bus to Run
- ♦ Death in Family
- ♦ Family Emergency
- ♦ Illness in Family
- ♦ Illness verified by Clinician
- ♦ Illness verified by Parent\*
- ♦ Judicial Obligation
- ♦ Medical/Dental Appointment
- ♦ Medical Chronic Illness\*\*
- ♦ Military
- ♦ Religious Holiday/Activity

### Submitting Documentation:

- ♦ Email to student's school
- ♦ Notes sent with your student
- ♦ Electronic absence note

*\*Illness verified by Parent: Personal or family illness or injury are limited to 10 days parent notes for the school year. Any additional parent verification will be unexcused.*

*\*\*Medical Chronic Illness: form must be submitted to your student's school and approved by administrator/ Student Assistance Team.*

## Important Information Build the habit of good attendance

### PHILOSOPHY:

The Hampshire County Schools Attendance Department strives to be preventative, not punitive. Communication with your student's school is key, regarding attendance.

### AUTOMATED ABSENCE CALLS:

Automated absence calls will go out daily if your student is absent from school.

If you are not receiving the automated phone calls, please notify your school.

### COUNTY ATTENDANCE LETTERS:

If your student misses **five (5)** or more unexcused absences, a letter from the school will be mailed home. This letter is an early intervention tool to identify possible barriers to school attendance and create a plan to alleviate identified obstacles.

### HOME VISITS:

HCS Attendance Department utilizes home visits as a resource to identify possible barriers with attendance and to build relationships with students and families.

### MAGISTRATE COURT:

Per WV Code 18-8-4: If a student misses **ten (10)** or more unexcused absences, the attendance coordinator **may** make a complaint against the student's parent, guardian, or custodian before a magistrate.

### INSTRUCTIONAL PERMIT/ LICENSE:

Per WV Code 18-8-11: Excessive unexcused absences may cause a student's instructional permit or license to operate a motor vehicle to be restricted.

## Did you know?

- ♦ Missing 10 % of school (18 days) negatively affects a student's academic performance.
- ♦ Poor attendance can influence whether a child reads proficiently by the end of 3rd grade.
- ♦ By 6th grade, poor attendance becomes one of the leading indicators that a student may drop out of high school.
- ♦ Being late to school may lead to poor attendance.
- ♦ Absences and tardiness can affect the whole classroom.

## What you can do:

- ♦ Talk about the importance of showing up to school every day, on time, ready to learn.
- ♦ Help develop and maintain daily routines.
- ♦ Monitor your student's academic progress.
- ♦ Communicate with your student's school.



### CHRONIC ABSENCES

18 or more days



### WARNING SIGNS

10-17 days



### ATTENDANCE GOAL

9 or fewer absences