

Marshall County Schools

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Dear Parents/Guardians:

Marshall County's attendance policy is designed to increase school attendance and help the students in Marshall County meet their needs in achieving their academic potential and desired quality of life. Marshall County recognizes there are direct and significant relationships between good daily school attendance, student academic performance, good work habits and the skills needed for graduation. Regular school attendance also has a significant and positive impact in the classroom and is a prerequisite for students to obtain success in their school's academic program standards as each day's learning builds on the work previously completed.

The goal of the administration and staff is to proactively and collaboratively work with the parent(s)/guardian(s) in resolving various reasons and issues that result in unexcused absences. While students and parents/guardians have the ultimate responsibility for daily attendance, the laws of West Virginia require school administrators to enforce and promote compulsory school attendance laws as defined by West Virginia Code § 18-8-(1-8).

For your future information the only absences accepted as **EXCUSED** absences by Marshall County Schools are:

- a. **Parental excuse** for personal and/or illness. These excuses are not to exceed a total of 10 days per year. Written or phone verification by a parent/guardian.
- b. **Medical or Dental excuse** with a doctor's written verification.
- c. **Death in the family** with a limit of 3 days except in extraordinary circumstances. "Family" will be defined as mother, father, brother, sister, grandparent, aunt, uncle, brother-in-law, sister-in-law, children of siblings, the student's child(ren), or any person living in the same household. Verification required.
- d. **School approved curricular or extra-curricular activities**
- e. **Failure of a bus to run or extremely hazardous conditions**
- f. **Observance of religious holidays** with written verification and approval by the school principal.
- g. **Legal obligation** with a written legal verification and approval by the school principal.
- h. Or any other condition as legally outlined in West Virginia Code §18-8-1.

All students within 5 days of returning from an absence MUST provide written verification explaining the reason(s) for the absence(s). Otherwise, the absence(s) will be recorded as UNEXCUSED.

Your child's education is very important to us and your anticipated cooperation in **reducing unexcused absences** is appreciated.

Sincerely,

Tracy Mercer
Attendance Director, Marshall County Schools