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## COMPULSORY SCHOOL ATTENDANCE

*[Compulsory school attendance shall begin with the school year in which the sixth birthday is reached prior to the first day of July of such year or upon enrolling in a publicly supported kindergarten program and continue to the seventeenth birthday or for as long as the student continues to be enrolled in a school system after the seventeenth birthday. WV Code § 18-8-1.]*

### ABSENCE IS EXCUSABLE FOR SPECIFIC REASONS

WV Code § 18-8-4 and Wood County Board of Education Policy 5110 permits students to be excused from school for:

1. Illness or injury of the student with a doctor's written verification.
2. Illness of the student verified in writing by parent or guardian if the absences do not exceed (5) five consecutive days or a total of (10) ten days per year.
3. If a student exceeds (5) five consecutive days an excuse signed by a qualified health care professional or school nurse is required.
4. Illness or injury in the family when the student absence is verified in writing as essential by a doctor.
5. Death in the family with a limit of (3) three days except in extraordinary circumstances verified in writing by the parent or guardian. "Family" is defined as mother, father, brother, sister, grandmother, grandfather, aunt, uncle, brother-in-law, sister-in-law, brother's children, sister's children or any person living in the same home.
6. School approved co-curricular/extra-curricular activities.
7. Legal obligations of the student with written verification.
8. Failure of a bus to run or extremely hazardous conditions verified in writing by the parent.
9. SAT plan, IEP or 504 Plan.
10. Observance of religious holidays verified in writing by parent.
11. Documented chronic medical condition.
12. Documented disability.
13. Military requirements for student enlisted or enlisting in the military.
14. Participation in homebound or hospital instruction due to an illness, injury or other extraordinary circumstances that warrants home or hospital confinement.

### ABSENCE REPORTS TO PARENTS

Absences from school are reported to parents on report cards, through telephone calls, letters, or home visits.

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## ABSENCE FOR OTHER REASONS CANNOT BE EXCUSED

Any absence not meeting the above requirements shall be considered an unexcused absence. (WV Code § 18-8-4) Absences such as, but not limited to, hunting, fishing, working in or away from the home, babysitting, oversleeping, suspensions, truancy, or missing the school bus are unexcused. Questions regarding any of the listed reasons will be answered by the administrator in charge of attendance at the school.

### A NOTE IS REQUIRED WHEN RETURNING TO SCHOOL

When a student has been absent for any reason, a note from home is required and **must** be turned in within 3 school days upon the student's return to school. **The note must include:**

*student's name	*reason(s) for absence
*grade	*signature of parent or guardian
*date of absence	*date of the note

### DEFINITION OF EXCESSIVE ABSENCES

More than (5) five consecutive days without an excuse signed by a qualified health care professional or school nurse or more than (10) ten total days per year verified by parent or guardian in writing.

### MAKE-UP OF SCHOOL WORK MISSED DURING ABSENCE

Students are responsible for work missed during an absence. Each school shall determine the procedures and the timeline for make-up work. Credit and/or grades may be withheld if a student, after being given the opportunity to make up the work, fails to do so.

### TARDINESS

Tardiness is defined as any arrival of a student after the time scheduled for school to begin. Student tardiness will be handled according to procedures and/or rules established by each school.

### TRUANCY

Truancy is: when a student voluntarily chooses to miss school; when a parent fails to send a child to school for any reason other than excused absences; or when the student fails to provide valid verification within 3 school days upon returning to school for absences which might otherwise be excused.

Any student who has **(10) ten** or more days of **unexcused** absences in a school year is subject to WV Code § 18-8-4.

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## TRUANCY OFFENSES & PENALTIES

WV Code states *[Any person who, after receiving due notice as hereinafter provided, shall fail to cause a child or children in that person's legal or actual charge to attend school as hereinbefore provided, shall be guilty of a misdemeanor, and shall, upon conviction thereof, be fined not less than fifty nor more than one hundred dollars together with the costs of prosecution, or confined in jail not less than five nor more than twenty days. The magistrate or judge may require the parent or parents to bring the child to school and remain through the school day until such time as the magistrate or judge may determine as appropriate. Every day a child is out of school, contrary to the provisions of this article shall constitute a separate offense. Magistrates shall have concurrent jurisdiction with circuit courts for the trial of offenses arising under this section.]* WV Code § 18-8-2 and 18-8-4.

### CHRONIC ABSENTEEISM

Chronic Absenteeism is defined as a student being absent for 10% of the school year (e.g. missing 18 out of 180 school days). A growing consensus among researchers points to lost instructional time from chronic absenteeism as one of the main indicators that a student will become disengaged, fall behind academically, fail courses, and eventually drop out of school. If your child(ren) is/are struggling with school attendance, please contact your school principal or the attendance department for help.

### MCKINNEY-VENTO ELIGIBLE CHILDREN AND YOUTHS

Homeless children and youths are defined as individuals who lack a fixed, regular, and adequate night-time residence and include:

1. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals;
2. Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children who qualify as homeless because the children or youth are living in circumstances as described in the above descriptions.

If further information or help is required, contact the administration at your school or the attendance office at the Wood County Board of Education.

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## HOMEBOUND INSTRUCTION

Homebound instruction is provided to students enrolled in Wood County Schools who are unable to attend school for at least three consecutive weeks and who have the reason for the absence verified by a licensed healthcare provider.

Homebound instruction application packets are available at each school. Required documents must be submitted to the school administrator for processing. Each request is subject to review by the Homebound Review Team.

The student must remain under a physician's care while receiving homebound instruction and a written treatment plan from the physician is required. Homebound instruction will not be provided for students to be caregivers. Students are NOT permitted to participate in any extracurricular activities or hold part-time or full-time employment while on homebound instruction.

## 25-26 SCHOOL CALENDAR

August 20	First Day for Students
September 1	Labor Day
October 13	Professional Learning
November 10	Parent Conferences
November 11	Veteran's Day
November 24-28	Thanksgiving Break
December 19	Professional Learning
Dec 22 – Jan 2	Winter Break
January 19	Martin Luther King Day
February 16	Professional Learning
Apr 6- Apr 10	Spring Break
April 13	Professional Learning
May 12	Election Day
May 25	Memorial Day
June 2	Last Day for Student (If no snow days)

Calendar subject to change due to weather conditions.

### Report Cards Issued:

October 31  
January 23<sup>rd</sup>  
March 27<sup>th</sup>  
Mailed week of  
June 15<sup>th</sup>

### Board of Education

Justin Raber, President  
Judy Johnson, Vice President  
Debra Hendershot  
Randy Modesitt  
Ron Tice  
Christie Willis, Superintendent

## HEALTH REQUIREMENTS

State law and rules require that all children entering school in West Virginia grades K-12 show proof of immunization against diphtheria, pertussis, tetanus, polio, measles, rubella, varicella and hepatitis B, unless properly medically exempted. Students entering grades 7 and 12 must show proof of Tdap and Meningitis vaccinations - Tdap – 1 Dose, Meningitis (MCV4) 7<sup>th</sup> grade – 1 dose. A second dose is required in 12<sup>th</sup> grade if the 1<sup>st</sup> dose was given before age 16.

### VACCINES

- DTaP/Td/Tdap
- \* Hep A
- Hep B
- \* Hib
- MMR
- \* PCV
- Polio
- +Tdap
- Varicella
- +Meningococcal

\* Required for pre-kindergarten only  
+ Adolescent vaccine required for grades 7 and 12

Pre-K, Kindergarten, 2<sup>nd</sup>, 7<sup>th</sup> and 12<sup>th</sup> graders are also required to show proof of a comprehensive physical and dental exam completed within the prior year (past 12 months) by a licensed health/dental care provider.

If proper documentation of all immunization compliance is not provided within the designated timeline, students will be excluded from school. Absences will be unexcused for students who are compulsory school age and will be processed according to attendance policies and procedures as stipulated in WV Code § 18-8-1 and Wood County Board of Education Policy 5110.

### PEDICULOSIS (HEAD LICE)

The principal and school nurse will address head lice in the school setting following current accepted practices. Excused absences will be determined by the school on a case-by-case basis.

### WOOD COUNTY SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER

As required by State and Federal laws, the Wood County Board of Education does not discriminate on the basis of race, religion, color, national origin, ancestry, sex, age (40 or above) blindness or handicap in employment or in its educational policies and activities.

**Title IX inquiries may be referred to:** Director of Human Resources, Title IX Coordinator, Wood County Board of Education, 1210 Thirteenth Street, Parkersburg, WV 26101, 304.420.9663.

**Section 504 Compliance inquiries may be referred to:** Director of Special Education, Section 504 Coordinator, Wood County Board of Education, 1210 Thirteenth Street, Parkersburg, WV 26101, 304.420.9655.

# ATTENDANCE/ HOME SERVICES: POLICY AND PROCEDURES 2025-2026



**Attendance:  
Every Student  
Everyday**

## ATTENDANCE/HOME SERVICES CONTACTS

### CHRIS RUTHERFORD

Director of Attendance/Home Services  
304-420-9670, EXT.157

### PAULA STEPHENS

Secretary of Attendance/Student Services  
304-420-9670, EXT. 156

### TAMMY JONES

McKinney-Vento Facilitator  
304-420-9670, EXT. 128

### JULIE BERTRAM

Coordinator of Health Services  
304-424-8365