STUDENTS **Regulation 2310**

Attendance

Student Attendance

The Board of Education has established the following rules and regulations regarding attendance, absences and excuses for students. These rules and regulations are intended to comply with Missouri Compulsory Attendance Law (167.031 RSMo.) which establishes compulsory attendance for all children between the ages of seven and sixteen unless their education is provided by other acceptable means or otherwise excusable under the law.

Absences

In case of absence, it is the responsibility of the parent/guardian to notify the school. If the school is not notified on the day of absence, a note from the parent/guardian will be required on the first day of the student's return to school. The absence will be recorded as unexcused if a note or telephone call is not received. Attendance patterns for all students will be monitored. Absences which are not clearly excusable will be investigated by the principal and/or staff, and appropriate action will be taken:

Excessive Absences

Elementary Students

1. Any time a student is absent and the parents have not contacted the school, the elementary office will contact the parent by phone or in person. If there is no response to this contact, the absence will be unexcused unless the parent provides information otherwise.

2. When a student accumulates 6 unexcused absences in a semester, the principal will set up a conference with the parent, the student's teacher(s), and their family. The purpose of the conference is to determine why the student is not attending school regularly; to examine the student's academic performance; to communicate district attendance expectations; to provide information about compulsory attendance laws and educational neglect; to elicit suggestions from family members about increasing the student's engagement with school; and to create an attendance plan that includes specific intervention strategies designed to improve the student's attendance.

3. When a student has accumulated 8 unexcused absences in a semester, a certified letter will be sent to parents regarding their child's attendance record. A copy of this letter will be sent to the Juvenile Officer.

4. When a student has accumulated 10 unexcused absences, the district will determine whether there is reason to suspect educational neglect or whether the parent is violating

the compulsory attendance laws. If so, the district will make a referral to the Children's Division or the Department of Social Services or the local Juvenile Officer.

5. More than 10 absences in a semester will be a factor in determining whether the student may be retained or required to attend summer school as a condition of promotion.

High School Students and Middle School Students

1. All students returning to school after being absent must have an excuse to assist in any appeal process. The cause of said absence may be verified by a written and signed note from the parents/guardians, a written Doctor's excuse, court dates, or funerals. These excuses will all count towards the student's absence total.

2. Students will be allowed 8 days each semester to be absent from school. If a student misses more than eight days of class or more than eight individual periods of a class during a semester, the student will not receive credit for the class or classes in which the absences occurred past eight. Violating this policy will place the student's credits in jeopardy for that course or courses. (Mo. Rev. Stat. – Denial of Credit for Absenteeism – may include loss of credit provisions for excessive absenteeism)

3. Loss of Credit – If a student misses fifteen individual periods of a class during a semester, the student will not receive credit for the class. (This does not include absences that are considered exempt.) Violating this policy will place the student's credits in jeopardy for that course or courses.

4. A student is expected to make up work as a result of class periods missed. It shall be the student's responsibility to meet with the teacher and receive the necessary instructions and assignments. **Students have two (2) school day for each absence to make-up the work (with a cap of six (6) days per absence period)**

Any absence from class as a result of a school-sanctioned activity is not recorded as an absence for purposes of this policy. Example: field trip, athletic event, student activity, etc
Each principal may have written policies which further detail procedures for making up work, reporting absence, etc.

Any exceptions to the items cited above shall be approved by the Board of Education.

Appeal

If a student or parent feels that justifiable or extraordinary circumstances have contributed to reaching the eight-day limit, the student and/or parent may appeal to the Attendance Review

Committee. The committee will meet when necessary. An appeal form must be picked up from the high school office, completed fully, and turned in to the principal.

High school students who are denied credit under this Regulation are entitled to utilize the due process procedures available for student suspensions. These provisions are contained in Regulation 2662 - Suspension.