

## **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.

#### **Excusable 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.

Excusable absences include, but are not limited to:

1. Illness of the student (Doctor's statement may be required to support such absences).
2. Days of religious observance.
3. Death in the family (Each District shall define degree of relatedness required to excuse absence).
4. Family emergencies which necessitate absence from school. The school must be notified in advance when such absences are foreseen. (Each District shall define degree of emergency required to excuse absence).

The following procedures should be followed by students who are absent so as to prevent academic difficulties:

1. The student shall obtain assignments from appropriate staff members. Assignments shall be obtained in advance if the absence is foreseen.
2. All assigned work shall be submitted upon returning to school.
3. All classroom work (to include tests) shall be completed as indicated by the individual classroom teacher.

#### **Unexcused Absences**

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:

**ELEMENTARY ATTENDANCE POLICY PHILOSOPHY**

The Valley R-VI School District believes regular attendance of students is essential for a productive and successful learning process. Irregular attendance places the student at risk of failure. However, it is recognized that, at times there are events that are beyond the control of the student which have to be taken into account. Therefore, the Valley R-VI School District Attendance Policy is established to encourage maximum student participation while allowing for the realities of everyday life. Regular attendance is an integral part of success in school. In view of that, the following guidelines will be followed during the coming school year:

1. Students who are suspended from attending school AND students who are absent for more than half of the school day for reasons other than school business on the day of a sports activity, music program, or other school sponsored program may not participate in, or attend that activity during the day or evening unless prior arrangements have been made with the principal.
2. Accumulated tardies are counted as hours against attendance.
3. When a child accumulates 5 days or equivalent of unexcused absences in a semester, the parent will be notified by letter and again provided the opportunity to note which absences should be excused. If parents do not respond to this opportunity or fail to provide adequate reasons for the absences, the Washington County Juvenile Officer will be notified of the absence record.
4. When a child accumulates 8 days or equivalent of unexcused absences in a semester, the parent will be notified by letter and again be provided the opportunity to note which absences should be excused. If parents do not respond to this opportunity or fail to provide adequate reasons for the absences, the Washington County Juvenile Officer will be notified of the absence record.
5. When a child accumulates 10 days or equivalent of unexcused absences in a semester, the parent will be required to meet via phone call or meeting with the principal and/or RTI Team.
6. If your child was under the care of a doctor, please send the doctor's statement when your child returns to school. A doctor's excuse must be received within 5 days to be excused. Excuses will be kept on file in the office.
7. Students must make up all work missed during absences whether excused or unexcused.
8. A student will have one (1) day for each day missed to complete missed assignments. Grades for assignments not completed during that period will be recorded as zero (0) in the grade book. Extenuating circumstances may be considered in applying this policy at the discretion of the teacher or principal.
9. If the school sends a student home sick, that day will be excused.
10. Absences due to an illness which affects the general population, like chicken pox, will be excused.
11. The school understands that children do not need to see a doctor every time they are ill. For our record keeping purposes, however, absences other than those that have a doctor's note, medication receipt, a funeral, or absence considered excused, at the discretion of the administration, will be considered to be unexcused.
12. After 20 days of unexcused absences, DFS will be contacted for educational neglect.

**TARDIES**

It is important that all students are in their classes and prepared for the day's activities by 8:00 A.M. Monday through Friday. Reporting to class late can disrupt the progress of the morning lesson. To help the school maintain a smooth routine for learning, please see that your student is prompt and prepared for the day. After the third tardy in any quarter, a letter will be sent home informing the parents of these tardies. **Any student who arrives to school after 8:00 A.M., no matter the reason, must be signed in by a parent/adult before going to class.**

**PERFECT/EXCELLENT ATTENDANCE**

Students having perfect attendance in any quarter will receive a special reward. Students with perfect attendance for the year, no absences, no sign-ins, or sign-outs, will receive a special reward as well at a school board meeting held after the school year has ended. There will be two attendance drawings: one for students with perfect attendance and one for students with excellent attendance. Students with perfect attendance will be entered for a drawing to win a prize. Students with excellent attendance (missing no more than three days or equivalent during the school year) will

have their names entered for a drawing to win a prize. Any student who qualifies for perfect attendance according to state guidelines will be eligible for perfect attendance honors. Absences for funerals of immediate family will not count against perfect attendance provided absence is required and not excessive. Students eligible for Perfect Attendance and the drawings must have attended Valley R-6 Elementary for the entire year.

**HIGH SCHOOL AND JR. HIGH ATTENDANCE POLICY PHILOSOPHY:**

The Valley R-6 School District believes regular attendance of students is essential for a productive and successful learning process. Irregular attendance places the student at risk of failure as well as developing non-productive habits that often carries over to the workplace and other avenues of life. However, it is recognized that, at times there are events that are beyond the control of the student which have to be taken into account. Therefore, the Valley R-6 School District Attendance Policy is established to encourage maximum student participation while allowing for the realities of everyday life.

**ABSENCE DEFINED**

A student is considered absent when it is determined that they are not in attendance in one or more of their assigned class periods. A record of the student's attendance is maintained on a class hour basis and is entered into the students' record file.

**Total Number of Allowable Absences:**

The total number of absences per semester will be **5 days**.

1. After the fifth absence from any class, future absences will be considered unexcused. A student who has reached six absences must come before the Attendance Review Committee. The Attendance Review Committee will meet weekly on the first school day of the week at 8:15 a.m. Parents/Guardians will be sent an intervention letter when absences exceed three days and again at five days. A mandatory attendance hearing certified letter will be sent on the sixth absence. **\*\*Failure on the part of the parent/guardian to attend a hearing or make contact with the school will be construed as acceptance of the decision by the Attendance Review Committee.**
2. The five days of absences in a semester described in the policy are to take care of:
  - a) **Personal illness-** a doctor's note is required to substantiate these days if a student exceeds the five day limit per semester.
  - b) **Professional appointments-** that could not be scheduled outside of the regular school day. A note explaining the nature of absence shall be filed in the office.
3. An Attendance Review Committee consisting of the Principal, Attendance Advisor, Counselor, and School Nurse will review the specific conditions relating to the individual's case. Parents/Guardians will be informed in writing of the results of this hearing. The following absences from school could be considered excused absences providing proper documentation is presented to the Attendance Committee:
  - a. Absence from school due to death in the family.
  - b. Absence created by required religious observations.
  - c. Absence created by a school-sanctioned activity.
  - d. Absence created when a student cannot attend school upon the advice of a physician.
  - e. Absence created by taking the Missouri State Drivers Test. (1/2 day of absence)
  - f. Absence created by a subpoena to appear in court.
  - g. Absence when school nurse feels student should be sent home.
  - h. **Absence created by a trip to visit a college or to take care of military business will not apply as an absence. \*\*Application for these will be made through the counselor's office. Two trips per year for Seniors and One for Juniors.**

**ATTENDANCE COMMITTEE OPTIONS**

Attendance Committee options after reviewing students violation of attendance days during attendance hearing.

1. Mandatory grade buy back hours with a 21 hour limit. **(These hours will be bought back during after school tutoring, Wednesday School and Saturday School. These hours will not reduce the total days of absence.)**
2. Admission to the Alternative School
3. Automatic contact to the proper legal and state authorities for students under the age of 16.
4. Placement on a probationary basis, for a student who is 16 years or older, with limits imposed by the Attendance Committee
5. Suspension from school for the remainder of the current semester for a student who is 17 years or older. **(Suspension done so through recommendation to Superintendent)**

**Due Process:**

1. Any suspension will be in the form of a recommendation to the superintendent.
2. If the parent/guardian is not in agreement with the recommendation of the Attendance Review Committee the student will be affected a contested case due process that is in accordance with Board Policy 2671. This process will begin by appealing to the Superintendent of Schools.

**EXCUSED/UNEXCUSED ABSENCES**

1. Absences will be classified as “excused” or “unexcused.” In case of truancy, make-up work will not be permitted. Truancy is defined as a deliberate absence from school on the part of the pupil, with or without the knowledge of the parent/guardian and for which no justifiable excuse is given. In this event, a “zero” will be recorded as the student’s daily grade in each class. Senior Skip day is not allowed and will be considered truancy.
2. The student who is suspended from school will not have that number of days charged against the total of five days per semester. However, if a student chooses OSS over other discipline, these days will count against their attendance.
3. Students who are absent ½ day or more on the day of an activity will be considered ineligible to participate without the principal’s approval.
4. No student may leave school during the day except by permission of the principal or his representative. Students who have appointments should have their parents contact the school and indicate the time the student must leave. **NO student will leave the building without signing out in the office. When a student returns to the building, he/she will sign in at the office.**
5. Any student with an out-of-school suspension may not attend any school function while under suspension of be on school property. Any student on homebound instruction is not to be at any school function without permission from administration.
6. Perfect Attendance shall be defined as, absences that total less than ½ day, (3 class periods or less), during the school year.

**PERFECT/EXCELLENT ATTENDANCE**

A student who has missed no more than a total of three days per semester meets the requirements demanded of the Excellent Attendance standards. Students who accumulate zero to three hours of absence for the entire school year meet the requirements demanded of the Perfect Attendance standards.

**TARDINESS**

Tardiness is defined as any unexcused appearance of a student beyond the scheduled time for class to begin. Teachers who detain a student from reporting to class on time will give that student a pass to enter his/her next class. This pass should be given when a student leaves the detaining teacher's presence. Teachers will honor another staff member's pass, and that tardy will be excused. Teachers should give advance notice, if possible, to other staff members if they intend to detain a student. Students should be in their seats and ready for class to begin when the tardy bell rings.