

## **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 seventeen or until they have earned 16 credits toward graduation 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:

1. After a student has been absent for three (3) consecutive days, it is the building principal's responsibility to contact the parent/guardian by telephone or letter in order to inquire about the reason for the student's absence.
2. If the principal is unable to contact the parent/guardian within three (3) days or the parent/guardian does not give a reasonable explanation for the absence within three (3) days, the building principal shall send a registered letter to the parent/guardian requesting a conference within a week.
3. If the parent/guardian does not contact the principal within a week of receipt of the registered letter, the building principal will make a referral to the proper legal authorities.
4. The building principal shall also notify the office of the Superintendent in writing of the excessive absence and continue to update the Superintendent on the situation.

## **Excessive Absences**

### Elementary Students and Middle School Students

Definitions of absences are outlined in the student handbooks.

### High School Students

**Parents need to inform the school as soon as possible the day that their child is absent by calling 397-2231. Absences not reported by 10:00 AM will be recorded as unexcused and will not be allowed to be appealed at the end of the semester without doctor excuses.**

All students are expected to attend school regularly and to be on time for classes. This is necessary in order to get maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. There is a direct relationship between poor attendance, class failure, and dropouts. The following are the items comprising the attendance policy of the Knox County R-1 High School.

1. Students are expected to maintain a 90% attendance in each class. Knox County High School feels that attendance is the mainstay of developing a good work ethic, both as a student, future employee and contributing member of society.
2. Students who do not maintain a 90% attendance in each class will be put on an attendance factor for that particular class. This attendance factor will equal the student's average daily attendance/class for the semester and will be deducted from their final semester grades. An example would be that if a student earned a 95% semester grade but fell below 90% attendance with an 85%. The student would only receive 85% of 95 for the semester ( $95 \times .85 = 80.75\%$ ). The student would receive a B- as opposed to an A for the semester.

3. Students are not allowed to make up time.
4. The student's semester grade cannot fall below 60% as a result of an applied attendance factor.
5. Each student's average daily attendance will be printed on all quarter & semester grade reports for parents to monitor.
6. A good faith effort will be made by the high school office to communicate with parents and students when their attendance is close to falling below the 90% level for the semester.
7. A student may appeal to the attendance committee if they fall below the 90% attendance/class for reasons that they feel are beyond their control. The attendance committee reserves the right to waive the attendance factor.
8. Students arriving to a class period **10 minutes or later** will be considered absent for the entire period.
9. **Students accumulating 4 tardies combined for all 7 classes in a quarter will be required to serve an after-school detention. Students will also receive an after-school detention for each subsequent tardy beyond 4 throughout the remainder of the current quarter.**
10. **If students are late to school or need to leave school, they must check into or out of school in the principal's office. Students who arrive after the tardy bell has rung and do not check into the principal's office or who leave without checking out in the principal's office will be considered truant and will face disciplinary action. Subsequent offenses will result in progressively more severe actions, out of school suspensions, or expulsion.**

#### EXCUSED OR UNEXCUSED ABSENCES

1. The office will record absences by excused or unexcused.
2. Students whose absences are unexcused will receive no credit for makeup work.
3. Students whose absences are excused will be allowed to make up class work for credit. Students must arrange for make-up work by the next class following the absence. Make-up assignments must be completed within the time designated by each teacher (not more than one day for each day absent). Absences that the student knows about in advance the homework should be asked for before the absence.
4. Making up work that was missed during a prolonged absence due to illness may be handled on an individual basis between the teacher and student.

**EXCUSED ABSENCES**

1. Illness **reported the day of the absence** by 10:00 AM.
2. Doctor's certified excuse (any illness for which student misses more than five consecutive days or an appointment during the school day).
3. Military duty.
4. Funerals.
5. Religious observances requested by parents in advance.
6. Travel, which has been approved by the principal prior to departure.
7. College visit by junior/senior. Juniors not more than one day per semester. Seniors are allowed 3 for the year.

Excused absences are based on the honesty and integrity of the parent or legal guardian. Parents or legal guardians are asked to **call the school the day of the student's absence** to report the nature of the absence. Following an absence, the student is to report to the principal's office with a written excuse (if the parents has not called prior). This is the responsibility of the student. If the student does not provide an excuse the teacher(s) will record the absence as "unexcused."

**ATTENDANCE REWARDS**

Perfect attendance in a semester will result in 2% being added to the students final semester grade in each class he/she has perfect attendance in. If only ONE day is missed that student will receive a 1% increase in each of those classes.

**SEMESTER FINALS**

Finals will be given in all classes over a two-day period at the end of each semester. All students are required to take finals unless they have missed one or less days of classes and have a "C" or above in that class, or they have missed less than six days and have an "A" in the class. Any student that is not required to take the finals may do so to try to improve their grade. If a student chooses to take the final the result of the test will not lower their grade. All finals given by colleges for dual-credit or by the Vocational Technical school are subject to that institutions rules and guidelines

Adopted: July 21, 2015

Knox County R-I School District, Edina, Missouri