

District Code:

**ATTENDANCE PROCEDURE
(9-12)**

Regular class attendance is a critical factor in a student's success in school. Classroom interaction and instructional activities are an integral part of the learning experience. In addition, one indicator of developing personal responsibility is good school attendance. Staff members work in partnership with parents/guardians and students to ensure that regular attendance supports student achievement and responsibility.

This attendance procedure establishes reasonable standards regarding absences. One objective of the procedure is to encourage a high rate of student attendance without imposing a hardship on students, parents/guardians and staff members.

Every student is expected to be in school every day and attend every assigned class. When it is necessary for a student to be absent from school, a parent should call the attendance office prior to 9:00 a.m. on the day of the absence. Student absences not verified within 48 hours will be considered truancies. Parents are requested and encouraged to work with students for good attendance and excuse students only for an illness or an emergency.

Students will not be excused in order to obtain a driver's license, go deer hunting, perform personal chores, etc.

Teachers cannot grant credit for make up work until absences have been verified.

I. Class Credit

One-half unit of credit is given for a course that meets daily for one semester. In order for the credit to be issued, the student must:

- A. do acceptable work in the class.
- B. be absent from no more than eight class sessions.

Once a student exceeds eight absences in a class, policy will be used to determine if the student is placed on attendance probation. A student who continues to be absent after being placed on probation is subject to credit denial.

I. Class Credit for POSITIVE School

One-half unit of credit is given for a course that meets daily for one nine-week term. In order for the credit to be issued, the student must:

- A. do acceptable work in the class.
- B. be absent from no more than six class sessions.

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II. Permitted Absences

- A. Absences will not be recorded for a student who participated in a school-sponsored field trip, guest lecture, seminar, class presentation, assembly, etc. The student involved in such activities should have the teacher sign the field trip form or provide the teacher any other authorized type of documentation prior to participation in such activities.

- B. Absences will not be recorded for a student who had a valid reason for going to the office of the nurse, counselor, principal, or any other school support personnel.
 - 1. If the student missed all or any part of a class as a result of a conference with a school staff member, the student will be given a note to present to the teacher. This note is the only authorization that the teacher has for not marking the student tardy or absent depending upon the amount of time missed.

 - 2. An admit note to class will be given by a secretary if the student had a valid reason for being in the office.

- C. Absences that result from exclusion by school district officials (i.e. suspension, immunization, etc.,) will be recorded. They will not however, count toward the loss of credit under the attendance procedure.

III. Arriving Late to School – Procedures

A student who arrives more than five (5) minutes late to school must sign in at the front/security desk. An admit note will be given to the student to verify time of arrival – this admit slip does not excuse the tardy/absence. Up to 30 minutes late is considered tardy. Missing more than 30 minutes of class is considered an absence.

Arriving 5-30 minutes tardy to any class may result in a referral for excessive tardiness and additional disciplinary consequences may be assigned.

IV. Closed Campus/Signing Out Of School

Pattonville High School has a closed campus policy, which means that students are not to leave campus without authorization (this includes lunch shifts). Students needing an early dismissal must have their parent-guardian call the attendance office for immediate assistance to check them out of school. A parent phone contact with the school is crucial before a student leaves school. When a student returns to school, he/she should sign at the front /security desk before going to class. Students who leave campus at an unscheduled time without following these procedures are subject to disciplinary action as described under “Truancy”.

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V. Attendance Procedures

The student's assistant principal will inform the student and the parent by letter after the fifth (5th) and eighth (8th) absences.

A. Once a student reaches eight (8) absences in a class he/she is in danger of being denied credit in that class. Upon reaching the eighth absence the student will be placed on "credit probation" and his/her name will be forwarded to the attendance committee. The committee will monitor the student's attendance for the remainder of the semester and retains the right to request the student and the parents attend a hearing before the committee to explain the reasons for non-attendance. The attendance committee has the right to recommend the denial of credit to the attendance administrator within one week of the hearing, or may decide to continue the probationary status. Near the end of the semester the attendance committee will make a final recommendation to the attendance administrator concerning credit on all students who still remain on a "credit probation" status.

B. If credit is denied prior to the end of the semester the following action will occur:

1. The student will remain in class, continue to participate in class, and do acceptable work.
2. The student will receive an "X" grade which, although no credit is issued, does not indicate failure.
3. The "X" grade will not affect the student's grade point average.
4. If the course for which credit is denied is a prerequisite of another course in a sequence, the student who completes the course to the teacher's satisfaction may, even though no credit is issued, continue in the sequence of courses.
5. If truancy occurs after the denial of credit, the student will receive consequences under the regular truancy policy.

The Assistant Superintendent for Special Services will monitor implementation of this procedure.

Adopted: May 28, 1985

Revised: August 27, 1996

Revised: February 26, 2008