

District Code:

ELEMENTARY ATTENDANCE PROCEDURE

In Pattonville it is our belief that...

1. Regular school attendance is an integral factor in school success.
2. Each day of school provides valuable experiences.
3. Daily interactions in the classroom cannot be exactly duplicated.

The purpose of the Pattonville School District attendance policy is to encourage regular and punctual school attendance. The Missouri Compulsory Attendance Statutes (RSMO.167.031-167.071) require all children between the ages of seven and sixteen years to attend school regularly. The parents or guardians are responsible for the attendance of minor children. Though it is recognized that absence from school may be necessary under certain conditions, excessive absences constitute a violation of the statute and are a class "C" misdemeanor, enforceable under Missouri's Juvenile Code.

Tardies:

Tardiness is the arrival to the classroom after the morning tardy bell rings. Parents or guardians of students who are tardy are requested to sign in the child upon arrival at school.

Absences:

1. **Excused absences** - Certain circumstances may cause a student to be absent from school. Examples of these include but may not be limited to:
 - *illness or hospitalization
 - *death in the family
 - *medical or dental appointment
 - *religious observance
 - *personal emergencies
2. **Unexcused absences** - Any absence which has not been duly reported to school authorities by parent or guardian.
3. **Excessive absences** - Whether excused or unexcused, whole day or partial day, excessive absences may adversely affect a student's performance, advancement, self-esteem and achievement. Typically, any absences above ten percent (10%) of the trimester (usually 5 to 6 days per trimester) would be considered excessive. More than five late arrivals (tardies) or early dismissals per trimester are considered excessive. Excessive absenteeism and late arrivals may result in the requirement of third party documentation (doctor, etc.) to determine an absence as excused.

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Procedure for Dealing with Excessive Absences:

If a student's absences exceed 10% in a trimester, or the equivalent at earlier grading periods, the principal will send a letter to the parents to advise them of the problem. The school staff will work with the parents to understand the reasons for the absences or tardies and assist the parent in providing the support needed to improve attendance. If the absences are because of health concerns as documented by the family physician or psychological or social concerns as documented by family counselor, the child will be referred to a Care Team to consider accommodations and modifications that may assist the child in remaining productively connected to the educational curriculum.

If the absences and tardies continue beyond the 10% per trimester and the school staff have been unable to document medical, psychological or social concerns, the school Principal will report the attendance problem to the Department of Social Services, Division of Children's Services Hot Line, for suspected educational neglect, or to the St. Louis County Family Court for suspected truancy.

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

Adopted: August 27, 1996
Revised: February 26, 2008