

ATTENDANCE

REPORTING AN ILLNESS/ABSENCE

If a student is ill, parents are asked to call the main office at 213-6180 before 9:30 a.m. When a phone is unavailable, the student should bring a note signed by a parent/guardian, explaining the absence, the first day he/she returns. In order for a student to be excused, a parent/guardian must call or write a note. Any student who has been ill should not return to school until his/her temperature and/or other symptoms have subsided for 24 hours. Students must be at school to attend any after-school activity or ceremony. This includes dances, Gold N, and 8th Grade Celebration.

PRE-ARRANGED REQUEST TO BE ABSENT

Any student, who wants to accompany his/her parents on a trip or miss school for any reason, must get a permission form from the office one week in advance of the departure date. The form should be signed by the student's parent(s) or legal guardian and teachers. After all teachers have signed the form, the student is asked to turn it into the attendance secretary in the main office.

IT IS THE STUDENT'S RESPONSIBILITY TO COMPLETE ANY ASSIGNMENTS MISSED DUE TO AN ABSENCE.

EARLY DISMISSAL

If it is necessary to be excused early from school, a student must bring a note signed by a parent or legal guardian to the main office before school. An early dismissal pass will be given. All students must sign out at the office when leaving the building.

HOMEWORK AND MAKE-UP WORK

You should expect your child to devote an average of one and one half hours per night on homework or home study. This may vary during the course of the year depending on special projects or assignments. Teachers will provide you with more specific guidelines as they relate to the expectations of their classes. Several important reasons for homework are:

- to provide extra practice on learned skills.
- to provide further learning in areas covered in the classroom.
- to provide an opportunity for students to develop good work habits.
- to provide an opportunity for growth in responsibility.

We believe that learning is important and that learning should continue after school hours. Regular homework should not be viewed as punishment, but rather as a way to reinforce, encourage and extend the learning experience.

If a student has been absent from school, he/she will need to spend time on schoolwork outside of the classroom. Students should check with their teachers for make-up assignments. On the third day of student absence, parents may request that the guidance office contact teachers for missed class work. Homework can be picked up at the office after 3:10 p.m. Teachers and teams may be consulted for particular homework policies.

TARDINESS TO SCHOOL

All students are to be in their assigned classrooms ready to work by 8:20 a.m. Any student not present at this time is tardy. A warning bell will ring at 8:17 a.m. After 8:23 a.m., students are not to be admitted to Contact without a pink slip from the office. All students arriving after 8:23:

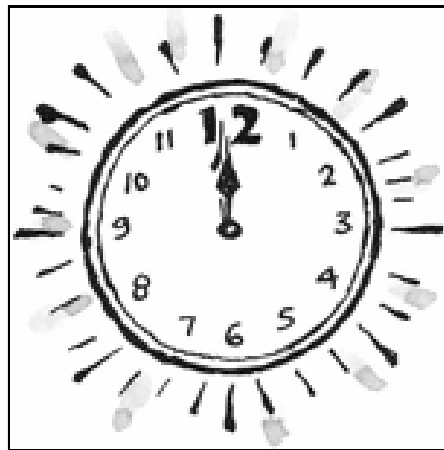
1. Must sign in at the office to get an admit slip for excused or unexcused tardies.
2. Will be given one after school detention for every unexcused tardy between three and five in a quarter.
3. May receive an in-school suspension assignment, a parent letter sent home and/or a referral to the Family Court for additional tardies in a quarter.
4. May automatically receive an after school detention for a late arrival of 30 minutes or more to school.

Chronic EXCUSED tardies (in excess of five excused tardies in a quarter) will require a student conference with an administrator with possible disciplinary consequences. Notes from doctors/dentists are always excused.

TARDINESS TO CLASS DURING THE SCHOOL DAY

Students are expected to be in all their classes on time. Teachers/staff sending students late to their next class should provide the students with pink slips. Students who are late to class without a pass will be admitted to class and counted as tardy.

The maximum number of tardies a student can get per quarter or rotation without receiving a formal consequence is two. On the third tardy to any one teacher's classroom, the expectation is for that teacher to administer a consequence of his/her choice. The first two tardies can be a warning, but the third requires a consequence of the teacher or team's choosing (phone call home, lunch detention, after school detention.) If a teacher wishes to implement a stricter standard, administering a consequence after the first or second tardy, that is of course permissible.



EXCESSIVE ABSENCES/TARDIES FROM SCHOOL

As a school we realize that some absences/tardies are unavoidable. It becomes very difficult for a child to master a subject and to succeed in school when they are excessively absent or tardy. Missouri Law mandates that we report excessive absences to the Family Court. Communication between school and home is very important for the success of our students academically, socially, as well as their attendance. The following procedures are in place in order to assist in providing each child with the best opportunity to be successful.

- When a child has exceeded six absences for any reason during a given quarter a letter will be sent home making families aware of the exact number of days the child has been absent from school.
- If the student continues to have excessive absences the assistant principal will contact a parent/guardian via telephone.
- The attendance office will request a doctor's notice for each absence due to medical reasons beyond ten days in a given semester.
- If the student's attendance does not improve or continues to increase we will be obligated to file a report child with either the city or county Family Court.

HOMEBOUND INSTRUCTION

Students who are absent from school for extended periods of time or who have intermittent absences due to illness or disability may be eligible for homebound instruction. Up to five hours per week of homebound instruction can be provided to each student. Applications for homebound instruction can be secured from the guidance counselor in your building or in the Office of Instructional Services. Applications must be approved by the student's physician and the Missouri Department of Elementary and Secondary Education before homebound teaching can begin.