

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:

- Illness and/or hospitalization.
- Medically documented illness (documentation from doctor required after three (3) consecutive days of absence).
- Documented dental, mental health, or medical appointments.
- Religious observance. (***Note:** 1 day excused for each religious holy day.)
- School-related activities in which the student is participating.
- Death in the family.
- College visit (*High School Juniors and Seniors only*). No more than two days during junior and senior years.
- Mandatory court date.
- Appearing at a governmental office to complete paperwork required in connection with the student's application for United States citizenship.
- Student participation in a United States naturalization oath ceremony.
- Car trouble (with prior notification). ***Eligible student drivers only.**

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 (including tests) shall be completed as indicated by the individual classroom teacher.

A student who complies with a subpoena to testify in a criminal proceeding, attends a criminal proceeding, or who participates in the preparation for a criminal proceeding will not be disciplined for violation of the District's attendance policy. Similarly, such student's parents/guardians will not be in violation of the state's truancy schedule §167.061.

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:

- Failure to bring a written note within three school days following an absence.
- Leaving school without the permission of the Principal/Assistant Principal.
- Walking out of class.
- Receiving a pass to report to a certain school area and failing to report.
- Oversleeping.
- Family vacation or going out of town.
- Missing the bus.
- No ride to school.
- Personal business.
- Needed at home.
- School-related activities in which the student is NOT participating.
- Car trouble (without prior notification). ***Note:** Eligible student drivers only.

Excessive Absences

Frontier School System will adhere to the following steps with regards to excessive student absences (excused or unexcused) within a semester:

Number of Missed Days	SCHOOL ACTIONS
3 Absences	Written Notification – The Principal or his/her designee will send written notification through Registered Mail, addressing the importance of attendance for Frontier students. If the letter is returned, the process will move to the next step.
5 Absences	Parent Meeting – The Principal or his/her designee will arrange for a parent meeting to discuss attendance concerns and create a plan for improving student attendance. After the third attempt to schedule a meeting, the process will move to the next step.

7 Absences	Citation Warning Notification Letter – The Principal or his/her designee will send a written notification, Certified Mail.
10 Absences	Citation issued by Kansas City Police Department- Per Compulsory School Attendance Ordinance No. 120180 (Sec. 50-243). Parents and students will be mandated to appear at truancy court. Truancy court will be held each Tuesday at 10:00am.
12 Absences	Referral to the Division of Family Services- (Does not apply for medically documented extended absences).
<p>Individual Attendance Plan: Students whose attendance are below 90% may be placed on an individual attendance plan. Students will remain on plan until they have reached 90%</p> <p>Attendance Notification (s): Parent (s) will be notified via text or email that their student is tardy to each class, absent, or late to school</p>	

NOTE: Students with fifteen (15) or more days of unexcused absences and less than 80% attendance may be withdrawn from the school. Each case will be examined individually. If a student has seven (7) consecutive unexcused absences without communicating with the school, they will be immediately withdrawn and placed on a waiting list.

Any exceptions to the items cited above shall be approved by the Board of Education. Each principal may have written policies that further detail procedures for making up work and reporting absences.

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