

West County Elementary Attendance Policy

West County Elementary is striving to teach students the importance of good attendance. Punctuality, dependability, and promptness are all traits employers seek in employees and are necessary for good citizenship. Children, who have good attendance generally achieve higher grades, enjoy school more and are more desirable employees after leaving school. Each child's attendance is the responsibility of the student and parent/guardian.

The principal's office will provide intensive monitoring of attendance. Parents are expected to phone the school when their child is absent, if they do not, the school will phone the family. Phone contacts, letters, parent meetings, and home visits are seen as preventative measures to maintain good attendance among all students.

If the absence or absences are due to medical reasons the school does request that documentation be provided. The only absence that is not counted against a child toward his or her perfect attendance record is a **school related activity**. All other documentation is kept on file.

When a child misses a number of undocumented absences the Counselor and the Principal's Office will make contact with the parent/guardian reminding them of the Missouri Compulsory Law (MO.R.S.167.031). Conferences may be requested and possible solutions offered to assist with attendance barriers.

The following steps will be taken when the school has no documentation of absences:

- Daily automated phone calls are made to verify a student's absence.
- 15 days – a referral will be submitted to the Division of Family Services.
- 20 days – a referral will be sent to the county Prosecuting Attorney's office.

Absences/Assignments

It is the child's responsibility to ask for all assignments he or she might have due to absence from school. Any time a student knows in advance of an upcoming absence either for one (1) or more days, assignments should be requested in advance.

Attendance Incentives

West County Elementary will provide incentives for students who regularly attend school. The school will have quarterly, semester and yearly incentive parties for perfect attendance.