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**LCTC Mission:** LCTC will provide quality career, technical and academic education opportunities for all learners to become contributing members of our community.

July 30, 2018

Dear Student and Parent/Guardian:

On behalf of the faculty and staff at Lake Career & Technical Center (LCTC) we want to welcome you back for the 2018-2019 school year. We hope you had a relaxing summer!

Please mark your calendars for some important dates and times:

- *Wednesday, August 15<sup>th</sup> Meet the Teacher Night/Open House 4:30-7:00*
- *Tuesday, August 21<sup>st</sup> First Day of School*

We strive to meet the needs of our students and have high expectations for all students. LCTC offers exciting hands on opportunities for our students daily, to get the most out of these unique opportunities, daily attendance is vital. It is important you review the attendance procedures (shown below) and understand how student attendance relates to earning high school credit.

New this year throughout the district is the **ONLINE Student Registration** which will open on August 1, 2018. Instructions for completing the online registration process are available at [www.camdentonschools.org](http://www.camdentonschools.org) Go to “Resources” and then select the “Enrollment” page. You can access online registration by logging into your SISK12 Parent Portal account. If you do not have a SISK12 Parent Portal account, please stop by LCTC (with an official ID) to register for a login to the portal. If you do not have access to a computer or internet, we will have Chromebooks available for you to use for the online registration process.

Student and overall building safety is a priority at LCTC. Parent involvement is important to us at LCTC, and we look forward to welcoming parents into our building throughout the year. To make the process go more smoothly for families and to ensure student safety, we have specific procedures in place.

1. Office staff will ask for photo ID when there is a need for your student to be checked out of classes early. Please bring your photo ID with you every time!
2. We have a facial recognition system installed, and students (who did not attend LCTC last spring) can get their picture taken at *Meet the Teacher* night on August 15. Please stop by the office to have your photo taken.
3. **REMINDER:** Effective the 2016-2017 school year, all CHS students taking courses at LCTC will be expected to use the district provided bus transportation to shuttle between CHS and LCTC. This year, most CHS students will not typically end their school day at LCTC. If necessary, students’ who *may* end their school day at LCTC will be able to park their vehicles at LCTC in the morning and a shuttle will be provided to

transport students to CHS **before** first hour begins. If you have questions, please check with the LCTC main office.

4. For students who ride the bus, they are to ride only the bus they are assigned. The only exceptions will be in the case of an emergency, and all changes need to be communicated early (2:00 p.m. Monday – Thursday; 1:00 p.m. on Friday).

I am looking forward to working with you and your students this school year as they experience the unique opportunities LCTC courses offer. I hope to see you on Thursday, August 15<sup>th</sup>, for Meet the Teacher Night/Open House at LCTC. LCTC is located on South Business Route Highway 5 on the Camdenon R-III School Campus. Stay to your right as you enter the campus and it's the second building on the right.

Sincerely,

A handwritten signature in cursive script that reads "Jackie Jenkins".

Mrs. Jackie Jenkins  
Director

## STUDENT ABSENCES AND EXCUSES

Consistent school attendance is an absolute prerequisite for success at the Camden R-III School District. The district believes that through regular daily attendance, along with active and regular participation in learning, leads to improved student achievement. Regular school attendance also promotes a level of responsibility that will develop and prepare students for adulthood, for the workforce and to be contributing members of our community.

Regular school attendance and participation is a factor in determining student achievement. Students cannot learn if they are not present. Poor attendance may reinforce bad habits and ultimately limit a student's success in future education or employment. Attendance and punctuality are extremely important career skills. Employers are interested in hiring persons with excellent work habits and attendance records. It is the goal of the district to emphasize the importance of these characteristics to our students in order to be career-ready.

While preparing our students for successful careers beyond high school, the district works to be in compliance with Missouri Compulsory Attendance laws, the guidelines of the Missouri Department of Elementary and Secondary Education (DESE), and guidance from the U.S. Department of Education. DESE annually evaluates school district accreditation and student success on the progress of the state goal that at least 90% of all district students attend school 90% of the time. Nationally, the U.S. Department of Education recommends that students that miss more than 10% of school are chronically truant. Missing 10% of school days equates to 17 days of school per year to stay within the 90% guideline.

The responsibility for appropriate attendance lies with the student and parent or guardian. Naturally, there are times when a student cannot or should not be present in the school setting. This may be due to illness or other reasons not within the control of the student. As directed by the Board, the following procedures will be used to implement the district's attendance policy.

### Attendance Standards

#### Daily Absence Reporting

Parents and guardians are encouraged to call their student's school to report an absence by 9:00 a.m. each day of the student's absence. The district utilizes an automated phone call system that will call the phones of parents/guardians whose student's absence is unverified. Students whose parents/guardians have not contacted the school on the day of their absence will be considered unverified.

Student attendance will be monitored by the building administrator, counselor or social worker. When the student's average daily attendance rate drops below 93%, parents/guardians may be notified.

#### Verified Absences

Certain absences will be considered verified with appropriate official documentation. **Appropriate documentation must be provided** as indicated and presented to the student's school the day the student returns. Verified absences include, but are not limited to:

1. Illness or injury of the student, with official documentation from the doctor's office or school nurse.
2. Medical counseling or dental appointments, with official documentation from the doctor's office.
3. Funeral, with a copy of the funeral notice or obituary.
4. Religious observances, with official program or document.
5. Court appearances, with official court documentation.
6. College visits with official documentation from the college visited. Students are permitted six college visits as a total between their junior and senior year.
7. Driver's test verification.
8. Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.
9. Change of placement or court appearance or court-ordered activity for students in foster care.
10. Family emergency.

#### Unverified Absences

All other absences without official documentation will be unverified. These absences will be considered unverified and used in the consideration of additional support services from the school social worker, the Children's Division, the Juvenile Justice Center or the Camden County Prosecuting Attorney.

### Consequences for Violations

The district uses average daily attendance percentages. All absences, late check-ins or early check-outs are figured into the average daily attendance percentages.

1. Anytime a student is absent and a parent/guardian has not contacted the school, the principal or designee may attempt to contact the parent/guardian by phone.
2. When a student's average daily attendance percentage reaches **93%**, the parent/guardian may be contacted by the principal or designee to notify the parent/guardian of the accumulated absences to date and to specify any particular concerns.
3. When a student's average daily attendance rate reaches **90%**, the principal may send a letter to notify the parent/guardian of the

- accumulated absences to date and specify any particular concerns.
4. When a student's average daily attendance rate reaches **88%**, the principal may schedule a conference with the parents/guardians. The purpose of the conference is to determine why the student is not attending school regularly; to examine the student's academic performance; to communicate district attendance expectations; to provide information about compulsory attendance laws and educational neglect; to elicit suggestions from family members about increasing the student's engagement with school; and to create an attendance plan that includes specific intervention strategies to improve student attendance.
  5. When a student's average daily attendance rate reaches **85%**, the district will determine whether there is a reason to suspect educational neglect or whether the parent/guardian is violating the compulsory attendance laws. If so, the district will contact the Children's Division of the Department of Social Services or the Juvenile Justice Center.
  6. When a student's average daily attendance rate reaches **80%**, the district may make contact with the Children's Division of the Department of Social Services for educational neglect, or may contact the Juvenile Justice Center and the Camden County Prosecuting Attorney for suspicion of violating the Missouri Compulsory Attendance laws.

When determining what action to take in response to a declining daily average attendance, the district will factor the amount of verified and unverified absences into the decision. Students with greater amounts of unverified absences than verified absences will be considered at greater risk of educational neglect. Students will be expected to make up all assignments from missed classes, including, but not limited to, exams, assignments, papers, projects, quizzes, etc., regardless of whether an absence is verified or unverified. Students who do not complete missed assignments in the required time may be required to attend academic support sessions outside of the regular school day.

### **Attendance Expectations**

The district has identified student attendance as a major focus area for preparing students to be college- and career-ready. Students' attendance will be reviewed every three weeks, and students meeting an attendance rate of 90% or higher will be eligible for recognition. Falling below a 90% average daily attendance rate will cause students to lose the privilege to park in the high school parking lot and attend activities and events for the next three-week attendance period. These events include, but are not limited to, athletic events, dances and prom. Additionally, a student must be in attendance a minimum of four class periods to be considered eligible to participate in an activity on that date unless it is a prearranged absence due to a family emergency.

***High school students will be permitted a maximum of eight absences per class per semester. High school students will not earn credit for a class if the student is considered absent nine or more times per semester.***

College visits, medical appointments, illnesses and out-of-school suspension days are counted as absences and accrue toward the eight-day absence limit.

### **Attendance Appeal Process**

The Attendance Committee shall meet to consider appeals regarding exceptions to the excessive absence policy and the loss of credit pursuant to such policy. Pursuant to the district attendance policy and procedure, students who have accrued nine absences attributable to illness, a chronic condition, emergencies or special circumstances (fire, tornado, car accident, etc.) may appeal to the Attendance Committee for the purpose of requesting to present their information. An appeal must be filed no later than 10 days after the semester ends.

The Attendance Committee will consider all the facts under the circumstance of each case in deciding whether to grant or deny credit due to school attendance. Relevant factors may include, but are not limited to:

1. The reason(s) for the accrued absences.
2. The extent to which the reasons for each absence were documented at the time of the absence or at the time of appeal.
3. The reason(s) for the accrued absences.
4. The extent to which the reasons for each absence were documented at the time of the absence or at the time of appeal.
5. The distribution of absences during the semester.
6. The duration of each period of absence.
7. The pattern of attendance prior to the current semester in question.
8. Consideration of whether all class work has been satisfactorily completed & to extent that class objectives have been met.
9. The reason(s) for the accrued absences.
10. The extent to which the reasons for each absence were documented at the time of the absence or at the time of appeal.

### **Notice and Due Process**

A summary of the Board-adopted attendance policy and related procedures will be published in student handbooks and posted on the website. In addition, students and their parents will be notified prior to the imposition of any consequence and given the opportunity to appeal the imposition of the consequence to the superintendent. On appeal, the student and his or her parents may present evidence that the student has missed fewer days than the district's records show or that an absence recorded as unverified should have been recorded as verified. An appeal will not be taken based on whether the reason for the absence justifies an exception to this rule.