

Lincoln County Juvenile Office
Lincoln County Justice Center
45 Business Park Drive
Troy, MO 63379
Phone: 636-528-4332
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Pike County Juvenile Office
Pike County Courthouse
115 West Main Street
Bowling Green, MO 63334
Phone: 573-324-3510
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FORTY-FIFTH JUDICIAL CIRCUIT FAMILY COURT DIVISION JUVENILE OFFICE

August 2008

Dear Parent:

All students are expected to attend school regularly in order to gain the maximum benefit from the instructional program. There is a direct relationship between late arrivals to school, poor school attendance and class failure. Students who have good attendance generally achieve higher grades, enjoy school more, and are more marketable after leaving school. It is the responsibility of every student and his/her parents to see to it that the student is attending school on time every school day unless there is a legitimate excuse for the absence or tardy.

State law requires regular school attendance until a child reaches his/her sixteenth birthday. If your child must be absent from school, it is important to do at least one of the following:

- 1) Call the school on the morning of the absence to explain the reason for the absence.
- 2) Send a Doctor's note with the child upon the child's return to school to explain the reason for the absence.
- 3) Send a parent note to the school with your child upon his/her return to explain the reason for the absence.

If there are no calls or notes to explain an absence, the school may consider the absence unexcused. It is also required that the children arrive at school prior to the beginning of classes each day.

In consultation with the 45th Judicial Circuit Family Court Division, the school has adopted the following policies regarding absences and tardies:

- ❖ When a child misses **three** or more days that are considered by the school to be unexcused, the school may refer the absences to the Juvenile Officer for review. The Juvenile Office will then contact the parents of the student by mail or by phone to warn of the policy that is in effect.
- ❖ Upon the **ninth** unexcused absence for the year a referral may be made to the Juvenile Office and Juvenile Court proceedings may be initiated. If the Court makes a finding that a child has been absent from school without valid justification, the parent(s) may be ordered to personally deliver and /or attend school with their child for a specified number of days. In addition, depending upon the circumstances behind the child's inconsistent school attendance, you and/or your child could be subject to legal action. If a parent is found guilty of neglecting their child's education in a criminal proceeding, he/she may be subject to a fine and/or imprisonment in the county jail. If the child is found to be excessively truant on his/her own accord, the Juvenile Court may choose to take appropriate action ranging from a period of probation to the removal of the child from his/her home.
- ❖ Upon the **eighth** tardy to a child's first hour class, a referral may be made to the Juvenile Office for review. The Juvenile Office will then contact the parents of the student by mail or by phone to warn of the policy that is in effect. If the tardiness continues, the Juvenile Office may choose to initiate Juvenile Court proceedings. The potential outcome of the Juvenile Court proceedings are the same as what was stated earlier for unexcused absences.

In an effort to ensure regular attendance, the Juvenile Office enacted a program that assigns a Deputy Juvenile Officer to focus on proper school attendance. If you have questions regarding this policy, please feel free to contact your child's school principal or the Juvenile Office.

Sincerely,

Forty-Fifth Judicial Circuit
Family Court Division
Juvenile Office

Revised 6/11/08