Lakeland Joint School District #272

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One District. One Mission. Every Student. Every Day.

Board Agenda Item Request

AGENDA ITEM: Policy Revisions for 3050A - Elementary Attendance

PURPOSE: Update language for clarity and to eliminate points of friction in the policy's interpretation.

MEETING DATE: 11.18.2026

PREPARED BY: Clerk of the Board - Sara Broderius

INFORMATIONAL SUMMARY:

3050A Current Approved Policy (pg. 2-4)

Proposed Draft with Mark-Ups (pg. 5-8)

Proposed Final (No Mark-Ups) (pg. 9-11)

POLICY COMMITTEE RECOMMENDATION: Recommended for Board approval.

Lakeland Jt. School District No. 272

STUDENTS **3050**

Elementary Attendance Policy

Regular school attendance is critical to the learning process. Students shall be in attendance at least 90% of each trimester.

Make-up Work:

A student will be given two (2) days, from the day they return to school, following any absence to complete and turn in all missed work. In the event of an unexpected prolonged absence, additional days may be given to complete and turn in all missed work. Assignments or tests that were announced prior to the student's absence are due on the day the student returns to school. Exceptions may be granted by teachers when there are extenuating circumstances.

Types of Absences

- **Excused Absence (EA)** is an absence from school with the knowledge and approval of the student's parent(s)/guardian(s)/custodian(s). Written, oral, or electronic communication from parents is expected by 9:30 a.m. on the day of the absence.
- **Unexcused Absence (UA)** is an absence from school that has not been verified via written, oral, or electronic communication from a parent(s)/guardian(s)/custodian(s). Absences left unverified over 48 hours may be considered truant.

Absence reasons that ARE NOT counted toward the 90% rule:

- **In-school Absence (IA)** is an absence that occurs within the school day where a student is pulled from class. Examples include extended visits to the office, nurse, or when a student is at a school-approved meeting (i.e. student body, college meetings, etc.).
- **Activity Absence (AA)** is an absence that occurs for attending school-sponsored programs and classes will be missed.
- **Suspended Absence (SA)** is an absence due to in-school or out-of-school suspension or an absence from class due to behavior.
- **Medical Absence (MA)** is an absence due to medical reasons that is confirmed with documentation by professional personnel. Documentation shall be provided within 7 school days of when the student returns to school. (Examples include medical doctors, dentists, psychologists, etc.). In the event a student is sent home by the school nurse, this code shall apply only for the day the student was sent home.

- **Bereavement (BR)** is an absence due to a death in the family.
- **Prearranged Absence (PA)** is an absence that occurs when a student knows in advance that they will be absent for two (2) or more days and fills out the proper form through the attendance office. This may include athletic/club activities, travel (not school related), vacations, college visit(s), or surgery.
- **School Excused (SC)** is an absence that occurs for college visitations, or extenuating circumstances that have been approved by the administration. Three (3) or more college visits need to be approved by the administration prior to the absence.
- **Court Appearance (CA)** is an absence that occurs for students having legal obligations, which includes a stay in juvenile detention.
- **Disability Related (DA)** is an absence based on a disability identified within an Individualized Education Plan, a 504 Plan, or a health accommodation plan requiring or necessitating an absence.
- **Self-Directed Learner (SD)** is an absence for a student who has been approved to be identified as a self-directed learner pursuant to Policy 2470.

All other absences will count against the 90% rule. *Any student with less than 90% attendance in a trimester must meet with the administration to determine if a student is eligible for grade promotion.*

Consequences for Violating Attendance Policy:

The offenses are tracked during the duration of your enrollment in elementary school within the Lakeland Joint School District. Consequences are identified below.

1st Offense:

- A notification will be sent to the student and their parent/guardian/custodian stating the student has violated the attendance policy.
- Administration will meet with the student and their parent/guardian/custodian to review the attendance policy and resolve the issues impeding attendance.

2nd Offense:

- A notification will be sent to the student and their parent/guardian/custodian stating the student has violated the attendance policy for the second time.
- Administration will meet with the student and their parent/guardian/custodian to address the consequences of “incomplete” grades due to attendance violations.
- The student may receive “incomplete” grades for missed assignments, tests, and assessments.
- Guidance will be given to the student and their parent/guardian/custodian on how to resolve the student’s “incomplete” grades.

3rd Offense:

- A notification will be sent to the student and their parent/guardian/custodian stating the student has violated the attendance policy for the third time.
- Students and their parent/guardian/custodian shall meet with the Board to address truancy concerns.

The administration has the discretion to examine extensive absences to determine if a student has violated the attendance policy.

- **10 Consecutive Absences:**
  If a student has **10 consecutive absences** without any communication or documentation, the student will be **unenrolled** from LJSD.

Cross Reference: 3030 Part-time Attendance / Dual Enrollment

Legal Reference: Art. IX, § 9, Idaho Constitution – Compulsory Attendance at School
I.C. § 33-202 School attendance compulsory
I.C. § 33-204 Exemption for Cause
I.C. § 33-205 Denial of School Attendance
I.C. § 33-206 Habitual Truant Defined
I.C. § 33-207 Proceedings against parents or guardians

Policy History:
Adopted on: August 13, 2007
Revised on: December 09, 2013
Revised on: June 13, 2016
Revised on: October 12, 2022
Revised on: May 7, 2025
Prior district policy Article VI, Section R

Lakeland Jt. School District No. 272

STUDENTS **3050A**

Elementary Attendance Policy

Regular school attendance is critical to the learning process. Students shall be in attendance at least 90% of each trimester.

Make-up Work:

A student will be given two (2) days, from the day they return to school, following any absence to complete and turn in all missed work. In the event of an unexpected prolonged absence, additional days may be given to complete and turn in all missed work. Assignments or tests that were announced prior to the student's absence are due on the day the student returns to school. Exceptions may be granted by teachers when there are extenuating circumstances.

Types of Absences

- ~~**Excused**~~ **Verified Absence** ~~**(EA)**~~ is an absence ~~from school with the knowledge and approval of~~ that has been verified by the student's ~~parent(s)/guardian(s)/custodian(s)~~ parent(s) or guardian(s). Written, oral, or electronic communication from parents is expected by 9:30 a.m. on the day of the absence.
- ~~**Unexcused**~~ **Unverified Absence** ~~**(UA)**~~ is an absence from school that has not been verified via written, oral, or electronic communication from a ~~parent(s)/guardian(s)/custodian(s)~~ parent(s) or guardian(s). Absences left unverified over 48 hours may be considered truant.

Absence reasons that ARE NOT counted toward the 90% rule:

- **In-school Absence** ~~**(IA)**~~ is an absence that occurs within the school day where a student is pulled from class. Examples include extended visits to the office, nurse, or when a student is at a school-approved meeting or activity ~~(i.e. student body, college meetings, etc.)~~.
- **Activity Absence** ~~**(AA)**~~ is an absence that occurs for attending school-sponsored programs and class~~es~~ will be missed.
- **Suspended Absence** ~~**(SA)**~~ is an absence due to in-school or out-of-school suspension or an absence from class due to behavior.
- **Illness/Medical Absence** ~~**(MA)**~~ is an absence due to medical reasons. If a student is sent home by the school nurse, this code shall apply only for the day the student was

sent home. In the event an illness/medical absence extends beyond 4 school days, documentation by professional personnel shall be provided within 7 school days of when the student returns to school. Examples of professional personnel include medical doctors, dentists, psychologists, etc. If parent- or guardian-excused illnesses become excessive, school administration may consider a student in violation of the attendance policy.

- **Bereavement ~~(BR)~~** is an absence due to a death in the family.
- **Prearranged Absence ~~(PA)~~** is an absence that occurs when a student knows in advance that they will be absent for two (2) or more days and gives the school advanced notice ~~fills out the proper form~~ through the attendance office. This may include athletic/club activities, travel ~~(not school related)~~, vacations, ~~college visit(s),~~ or surgery.
- **School Excused ~~(SC)~~** is an absence that occurs for ~~college visitations, or~~ extenuating circumstances that have been approved by the administration. ~~Three (3) or more college visits need to be approved by the administration prior to the absence.~~
- **Court Appearance ~~(CA)~~** is an absence that occurs for students having legal obligations, which includes a stay in juvenile detention.
- **Disability Related ~~(DA)~~** is an absence based on a disability identified within an Individualized Education Plan, a 504 Plan, or a health accommodation plan requiring or necessitating an absence.
- **Self-Directed Learner ~~(SD)~~** is an absence for a student who has been approved to be identified as a self-directed learner pursuant to Policy 2470.

All other absences will count against the 90% rule. *Any student with less than 90% attendance ~~in a trimester~~ must meet with the building principal ~~administration~~ ~~to determine if a student is eligible for grade promotion.~~ Parents or guardians will be notified regularly of their student's attendance record when their student is at risk of being in violation of the attendance policy.*

10 Consecutive Absences: If a student has **10 consecutive unverified absences**, the student will be **unenrolled** from LJSD at the end of the 10th day.

Consequences for Violating Attendance Policy:

The offenses are tracked during the duration of your enrollment in elementary school within the Lakeland Joint School District. Consequences are identified below.

1st Offense:

- A notification will be sent to the student and their ~~parent(s)/guardian(s)/custodian(s)~~ parent(s) or guardian(s) stating the student has violated the attendance policy.

- Administration ~~will~~ may meet with the student(s)' ~~student and their parent(s)/guardian(s)/custodian(s)~~ parent(s) or guardian(s) to review the attendance policy and resolve the issues impeding attendance.

2nd Offense:

- A notification will be sent to the student(s)' ~~and their parent(s)/guardian(s)/custodian(s)~~ parent(s) or guardian(s) stating the student has violated the attendance policy for the second time during the school year.
- Administration will meet with the student and their ~~parent(s)/guardian(s)/custodian(s)~~ parent(s) or guardian(s) to ~~address the consequences of "incomplete" grades due to attendance violations~~ create a plan for improved attendance.
    - It will be shared with the student(s)' parent(s) or guardian(s) at this time that continuing to miss school could result in a referral to the Board to address truancy concerns.
- ~~The student may receive "incomplete" grades for missed assignments, tests, and assessments.~~
- ~~Guidance will be given to the student and their parent/guardian/custodian on how to resolve the student's "incomplete" grades.~~

3rd Offense:

- A notification will be sent to the student(s)' ~~and their parent(s)/guardian(s)/custodian(s)~~ parent(s) or guardian(s) stating the student has violated the attendance policy for the third time during the school year.
- The student(s) and their ~~parent(s)/guardian(s)/custodian(s)~~ parent(s) or guardian(s) shall ~~meet with~~ be referred to the Board to address truancy concerns.

The administration has the discretion to examine extensive absences to determine if a student has violated the attendance policy.

- ~~**10 Consecutive Absences:**~~
  ~~If a student has **10 consecutive absences** the student will be **unenrolled** from LJSD.~~

Cross Reference: 3030 Part-time Attendance / Dual Enrollment

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Cross Reference:
Policy No. 2470 Self Directed Learners
Policy No. 3030 Part-time Attendance / Dual Enrollment
Policy No 3050 Form Attendance Policy Wiver

Legal Reference:
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