Policy 3050 - Attendance Policy

~~3050A1~~
~~Alternative 1~~

~~The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual child. The regular contact of the students with one another in the classroom and their participation in instructional activities under the tutelage of a competent teacher are vital to this purpose. This is an established principle of education that underlies and gives purpose to the requirement of compulsory schooling in this and every other state in the nation. The good things that schools have to offer can only be presented to students who are in attendance. With continued emphasis regarding excellence in education, all parties involved in attendance can better strive for quality in the classroom. Attendance reflects a student's dependability and is a significant factor on the student's permanent record. Future employers are as much concerned about punctuality and dependability as they are about academic record. School success, scholarship, and job opportunity are greatly affected by a good attendance record.~~

~~90% Attendance~~

~~The intent of the Board of Trustees is to have students attend school on a regular basis. Regular and consistent attendance results in increased learning. It is also the intent of the Board of Trustees to have the regular classroom teacher present whenever possible. A student's presence in the classroom with the regular teacher contributes to time on task, and time on task contributes directly to learning.~~

~~All students must be in attendance in each classroom 90% of the time when that class is in session. No credit will be granted to students missing more than nine days per semester or six days per trimester, whichever is applicable. The administration shall adjudicate absences where the total number of days is brought below nine days through doctor's excuses and legitimate illness.~~

~~The ONLY absences that WILL NOT be used in calculating the attendance record are:~~

1. ~~Those that occur due to school-sponsored activities, since these are considered an equivalent educational experience. These exemptions will apply to students participating in sports events, cheerleading, music related events, FFA trips, academic field trips, and others deemed co-curricular;~~
2. ~~Bereavement in the immediate family (grandmother, grandfather, father, mother, sister, brother). Any extended bereavement may be reviewed by the Board;~~

3. Subpoenas to appear in court or court-ordered, out-of-District placements for special services; and

4. Illness or hospitalization verified by a doctor's statement.

Absences which will be counted in the 90% limit will include such areas as: family trips; work days; vacations; visiting friends or relatives; suspension in and out of school; watching tournaments when not an actual participant; hair, medical, dental, or photography appointments; skiing; hunting; court appearances; attending concerts; shopping; or any others not mentioned which are unacceptable to the Board.

Truancy

Attendance at school is more than a legal obligation. It is a privilege. Every child of compulsory school age must be in attendance unless otherwise exempted as provided in Idaho Code §§ 33-204, 205 or as determined by school authorities.

The absence of a student from class or any portion of a class for any reason other than illness, emergency, or activities which have prior approval of the administration is to be considered an unexcused absence and therefore, an act of truancy.

When a student is absent for any reason except for a school-sponsored or an administration-approved absence, an adequate acceptable excuse must be provided within two school days following return to school; otherwise, the absence is classified as unexcused. Parents/guardians, doctors, or other responsible persons should provide excuses for all students except married students or those of age 18 with a current signed parent consent form on file, who may speak for themselves. An advance excused absence for trips, work, hunting, etc. may be provided to students who are passing. An advance excused absence must be approved prior to the absence by the principal and must include adequate provision to make up class work. Students with poor academic standing or who have been truant in the current or preceding semester are ineligible for advance excuses. An advance excused absence requires the prior approval of each of the student's teachers and the principal.

Any student who is a truant for the first time will have their parent contacted and serve [one Saturday detention]. The second truancy will result in a student-parent/guardian-principal conference and the student may be placed on suspension. Four truancies will result in a recommendation to the Board of Trustees for expulsion from school and the prosecuting attorney will be notified for purposes of filing a complaint against the parent, guardian, or other person responsible for the care of the child in a court of competent jurisdiction. Any parent or guardian of a public school pupil who is found to have knowingly allowed such pupil to become a habitual truant shall be guilty of a misdemeanor.

A student who has been expelled for attendance violations may petition the Board for reinstatement. Such petition may be granted upon presentation of a firm and unequivocal commitment to maintain regular attendance.

90% Attendance Appeal Process

If a student has lost credit due to excessive absences and the parent/guardian feels there is an extenuating circumstance, he or she may appeal to the Board of Trustees.

In reviewing written documentation during the appeal hearing, the Board of Trustees will consider the following:

1. Attendance for the preceding semester and/or year;
2. Grade(s) earned in the class(es) where credit was lost and other grades;
3. Make-up work completed and the student's attitude toward school; and
4. Extenuating circumstances. The Board decision and acceptance or rejection of extenuating circumstances is final.

3050A2
Alternative 2

Students are expected to attend all assigned classes each day. Teachers shall keep a record of absence and tardiness. Before the end of the school day, each school shall attempt to contact every parent, guardian, or custodian whose child is absent from school but who has not reported the child as absent for the school day, to determine whether the parent, guardian, or custodian is aware of the child's absence from school.

The following are valid excuses for absence and tardiness. Missed work assignments and activities may be made up in the manner provided by the teacher.

1. **Participation in school-approved activity:** To be excused, this absence must be authorized by a staff member and the affected teacher(s) must be notified prior to the absence, unless it is clearly impossible to do so.
2. **Absence caused by illness, health condition, or family emergency:** When possible, the parent is expected to notify the school office on the morning of the absence and send a signed note of explanation with the student upon his/her return to school. A student shall be allowed one makeup day for each day of absence. "Emergency" shall be defined as unforeseen and unexpected circumstances which create an air of crisis or extreme need. Such circumstances must present a grave and clear danger which could result in irremediable harm or

immediate disaster.

3. **Absence for parental-approved activities:** This category of absence shall be counted as excused for purposes agreed upon by the principal and the parent. An absence may not be approved if it causes a serious adverse effect on the student's educational progress. In participation-type classes (e.g., certain music and physical education classes), the student may not be able to achieve the objectives of the unit of instruction as a result of absence from class. In such a case, a parent-approved absence would have an adverse effect on the student's educational progress, which would ultimately be reflected in the grade for such a course.

4. **Absence resulting from disciplinary actions or short-term suspension:** Students who are removed from a class or classes as a disciplinary measure, or students who have been placed on short-term suspension, shall have the right to make up assignments or exams missed during time they were denied entry to the classroom.

Extended Illness or Health Condition

If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments at the place of confinement whenever practicable. If the student is unable to do his/her schoolwork, or if there are major requirements of a particular course that cannot be accomplished outside of class, the student may be required to take an incomplete or withdraw from the class without penalty.

Excused Absence for Chronic Health Condition

Students with a chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his or her parent shall apply to the principal or counselor, and a limited program shall be written following the advice and recommendations of the student's medical advisor. The recommended limited program shall be approved by the principal. Staff shall be informed of the student's needs, though the confidentiality of medical information shall be respected at the parent's request. Absence verified by a medical practitioner may be sufficient justification for home instruction.

Unexcused Absences

1. Each unexcused absence shall be followed by a warning letter to the parent of the student. A student's grade shall not be affected if no graded activity is missed during such an absence.

2. When a student evidences repeated truancies, a conference shall be held among the parent, student and principal. At such a conference, the Principal, student and parent shall consider adjusting the student's program or transferring the student to another school or engaging in family counseling.

3. If the above action fails to correct the truancy problem, the student shall be declared an habitual truant. The attendance administrator shall interview the student and his or her family and prescribe corrective action, which may include expulsion, and/or filing a complaint against the parent, guardian, or other person responsible for the care of the child in a court of competent jurisdiction. A student who has been expelled for attendance violations may petition the Board for reinstatement. Such petition may be granted upon presentation of a firm and unequivocal commitment to maintain regular attendance.

Students are expected to be in class on time. When a student's tardiness becomes frequent or disruptive, the student shall be referred to the principal or counselor. If counseling, parent conference, or disciplinary action is ineffective in changing the student's attendance behavior, he/ she may be suspended from the class.

All sanctions imposed for failure to comply with the attendance policies and procedures shall be implemented in conformance with state and District regulations regarding corrective action or punishment.

3050A3
Alternative 3

In order to graduate from any {{Full_District_Name}} High School, a student must complete ____ credits. Completion of a course at any {{Full_District_Name}} high school will be defined as 65% mastery of the material and attendance to include not more than ten absences per semester. This attendance criteria is based on the theory that prompt and regular attendance in school is the beginning of dependability in adult business, personal, and social life. Furthermore, regular attendance is important, because valuable skills and information gained in the classroom may or may not show up on tests or be reflected in an academic grade. The general welfare of all students is best served by regular attendance.

1. A student will be allowed ten absences per class, per semester. Any absence beyond that number may mean a loss of credit in those subjects missed.

2. The ONLY absences that WILL NOT be used in calculating the attendance record are:

    A. Those that occur due to school-sponsored activities, since these are considered an equivalent educational experience. These exemptions will apply to students participating in sports events, cheerleading, music related events, FFA trips, academic field trips, and others deemed co-curricular.

    B. Bereavement in the immediate family (grandmother, grandfather, father, mother, sister, brother). Any extended bereavement may be reviewed by the Attendance Board;

    C. Subpoenas to appear in court or court-ordered, out-of-district placements for special services; and

    D. Illness or hospitalization verified by a doctor's statement.

3. Absences which will be counted in the ten-day limit will include such areas as: family trips, work days, vacations, visiting friends or relatives, suspension in and out of school, watching tournaments when not an actual participant, hair, medical, dental, or photography appointments, skiing, hunting, court appearances, attending concerts, shopping, or any others not mentioned which are unacceptable to the Attendance Board.

4. After five absences from school/class, a letter will be sent to the student's home, indicating the school policy and the number of days missed.

5. After seven absences, another letter will be sent, indicating the severity of the situation and explaining in detail the alternatives for non-compliance.

6. After going over the tenth absence, the student may have credit withheld. That student, with parental accompaniment, must appear before the Attendance Board, consisting of the high school principal, the guidance counselor, and those teachers whose classes the student has exceeded the allowable number of absences.

7. This Board will review the absence report to determine if the student will have credit withheld, which will occur unless extenuating circumstances surface.

8. The Attendance Board can, after hearing a student's/parent's appeal for retention of credit, deny credit or put certain stipulations on a student whose credit will be dependent upon an agreement reached with the student and parents concerning attendance for the rest of the semester.

9. ~~Any decision to withhold credit can be appealed to the Superintendent and/or to the Board. If the appeal is rejected, one can assume the Board feels the absence could have been avoided.~~
10. ~~If the appeal is not granted, the student will remain in that particular class period for the remainder of the semester or be placed in study hall. If disciplinary problems occur in that subject, the student will be suspended from school.~~
11. ~~If the appeal is granted, the student will return to class with the Attendance Board's stipulations. If the stipulations are violated, a loss of credit will result.~~
12. ~~The Attendance Board may also decide to make decisions regarding the student's participation in extracurricular activities.~~

3050A4
Alternative 4

A telephone call or a note from either parent or guardian is necessary when a student is absent or late for any reason. Notes must be given immediately to the attendance secretary. Teachers will have a list of admits. When a student arrives late or after an absence, the student is required to report directly to class. All absences and tardies will be recorded on the report card.

Activities or Preplanned Absences

It is the student's responsibility to notify teachers prior to being absent. Teachers may require the work to be completed and turned in prior to departure. If not requested by a teacher, students will have one day to make up work for each day missed, upon return.

Absences for school-sponsored activities are excused, but students are held responsible for the work missed. In order to participate in an extracurricular activity, including practice, students must be in school during the afternoon of the date of the event or in the afternoon on the last school day prior to the activity, if the activity falls on a non-school day. Exceptions may be made by the administration.

Excused Absences

An absence shall be excused when the absent is due to:

1. Illness;
2. Bereavement; or

3. Other reasons prescribed by the policies of the Board, including medical or legal appointments or family emergencies.

Verification should be available prior to requesting an admit slip. School work missed during an excused absence can be made up at full credit, even those beyond ~~ten~~ eight (8) days (see ~~Ten~~ Eight - Day Policy). Time allotted for makeup work is stated in each school's student handbook.

Unexcused Absences

Unexcused absences are not acceptable in the District. An unexcused absence is an absence for some other reason than specified in the Activities/Preplanned Absence or Excused Absence sections or an absence for which the student did not receive prior approval from the building administrator. Each building administrator shall have the authority to determine the appropriate penalty for any student whose absence is considered unexcused.

~~Ten~~-Eight Day Policy

Students can accumulate ~~ten~~ eight (8) absences each semester. This includes excused and unexcused, but does not include extracurricular absences. When students miss more than ~~ten~~ eight (8) days in a semester, they will be penalized two (2) percentage points on their quarter/semester grade for each absence beyond the ~~tenth~~ eighth day, if valid documentation excusing the absence is not provided. The student has two (2) days after the absence to provide supporting documentation that the absence was due to medical, legal, bereavement, school activities, or other acceptable reasons as approved by the building administrator. After the ~~tenth~~ eighth absence, a note from parents is not sufficient. Written notification from a medical person, legal staff, or other pertinent persons of authority verifying the student's reason for missing school must be obtained by parent or student. Upon return, an excused absence will be provided if this documentation is in hand, and no penalty will be incurred. If the student does not have that documentation, an unexcused admit will be issued, and the student will have two (2) days to obtain the necessary paperwork. Upon receipt of proper documentation, the attendance office will consider the absence excused. Failure to provide documentation within two (2) days will result in a permanent unexcused absence, and two (2) percentage points will be deducted on the quarter/semester grade for each day of the unexcused absence. The ~~ten~~ eight (8) days are computed on a semester basis; the grades are computed quarterly/semester, depending on the school. Administration reserves the right to extend this policy, after parent consultation, in extenuating circumstances.

Tardies

Classroom tardies are recorded by the teacher ~~should be handled by the teacher~~ and

handled by the building administrative office. ~~Excessive tardies may be referred to the building administrator's office.~~

Legal Reference:

Legal References	Description
IC § 33-202	Attendance at Schools - School Attendance Compulsory
IC § 33-204	Attendance at Schools - Exemption for Cause
IC § 33-205	Denial of School Attendance
IC § 33-207	Attendance at Schools - Proceedings Against Parents or Guardians
Id. Const. art. IX, § 9	Compulsory Attendance at School

Cross References:

Code	Description
2440	Online Courses and Alternative Credit Options
2605	Advancement Requirements (6 through 9)

Adopted:
Revised:
Reviewed: