

**Series: 500 - Student Personnel  
Section Title: Attendance  
Title: ATTENDANCE REQUIREMENTS**

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The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Elementary and secondary students are expected to attend all assigned classes each day.

In accordance with Policies #501 and #504 Student Rights and Responsibilities: The right to attend school is fundamental and purposeful. Along with this right is the responsibility to attend school faithfully and regularly. This responsibility rests with the student and with the parent or guardian and is basic in order to meet the instructional goals of District #84 and the Compulsory School Attendance Laws of the State of Idaho 33-202.

Although one hundred percent attendance is expected, exceptions do occur. Absences fall under two categories – absences or trancies. Excessive absenteeism: Absences which exceed 10% of the days in the semester.

**ABSENCES:**

- 1.** Absence caused by illness, health condition, family emergency, verified illness or medical treatment, death in the family or death of close friends, or medical or dental professional appointments – 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 (1) makeup day for school work missed for each day of absence.
- 2.** 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. The student may not be able to achieve the objectives of the unit of instruction as a result of absence from the 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. Regardless of administration approval all absences shall be counted towards the 10% of days absent in a semester.
- 3.** 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 – See Policy #501.4 Homebound Student

Absence due to chronic health condition – Students with a verifiable chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/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.

**TRUANCIES:**

Absences which exceed 10% of the days in a semester for each report period without the authorization of a physician, the Public Health Nurse or the principal will be considered truancy. (See Policy #504.5 Truancy). When school officials determine a student has been excessively absent, such official may notify the school board who may under the purview of Idaho Code 33-206 declare such student habitually truant and authorize a representative to notify the prosecutor which may lead to prosecution of student and/or parents through the district court as set forth in Idaho Code 33-206 and 207.

**ELEMENTARY AND SECONDARY: K-8<sup>TH</sup>**

K-8<sup>th</sup> grade students are expected to be in regular attendance at school with a minimum of absences. Excessive absenteeism shall be considered when deciding to retain or promote a student for the next ensuing school year. When school officials determine a student has been excessively absent such official may notify the school board who may under the purview of Idaho Code 33-206 declare such student habitually truant and authorize a representative to notify the prosecutor which may lead to prosecution of student and/or parents through the district court as set forth in Idaho Code 33-206 and 207. Any student who is not in school at least ninety percent (90%) of the days that school is in session may be retained.

At the 6<sup>th</sup> absence a warning letter will be sent home with a copy of the school district attendance policy.

At the 9<sup>th</sup> absence a second letter and Truancy Policy will be sent home stating the status of the student's attendance and will provide notification that additional absences may result in truancy. At this time the building administrator will convene an attendance committee (see below) and may proceed according to the district Truancy Policy and Idaho Code 33-206 and 33-207.

**SECONDARY: GRADES 9-12**

9-12 students are expected to be in regular attendance at school with a minimum of absences. Excessive absenteeism may be considered when deciding to retain or promote a student for the next ensuing school year. When school officials determine a student has been excessively absent such official may notify the school board who may under the purview of Idaho Code 33-206 declare such student habitually truant and authorize a representative to notify the prosecutor which may lead to prosecution of student and/or parents through the district court as set forth in Idaho Code 33-206 and 207. Any absence beyond the 10% for any SEMESTER (BLOCK SCHEDULE: 5 (A) days and 5 (B ) days or STANDARD SCHEDULE: 9 DAYS or LPOHS Night Program: 2 NIGHTS) may mean a loss of credit in those subjects missed. Credits may be denied to any student who is not in school at least ninety percent (90%) of the days that school is in session.

At the 6<sup>th</sup> absence (or the equivalent of in a block schedule or night program schedule) a warning letter will be sent home with a copy of the school district attendance policy.

At the 9<sup>th</sup> absence (or the equivalent of in a block schedule or night program schedule) a second letter and Truancy Policy will be sent home stating the status of the student's attendance and will provide notification that additional absences may result in truancy. At this time the building

administrator will convene an attendance committee (see below) and may proceed according to the district Truancy Policy and Idaho Code 33-206 and 33-207.

### **ATTENDANCE COMMITTEE**

When the student has reached 10% of the days in any reporting semester, the student, with parental accompaniment, must confer with the Attendance Committee, at an informal hearing, which shall consist of building administrators, the guidance counselor, and any teachers as designated by a building administrator. The Committee will review the absence report to determine if the student will have credit withheld, which will occur unless extenuating circumstances are apparent. The Attendance Committee can, after hearing a student's/parent's appeal for retainment 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 remainder of the semester. Such stipulations may include but not be limited to:

1. End of course exams and/or competency exams
2. Proficiency level or above on ISAT or IRI tests (IRI K-3 only)
3. Summer school, community service, research paper, etc.
4. Limited participation in extracurricular activities.

If the stipulations are violated, a loss of credit will result.

After the Attendance Committee's determination, a note from parent/guardian or adult student is not sufficient to excuse any further absences. 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/guardian or adult student.

The Attendance Committee's decision is final.

### **REPORTING OF ABSENCES**

Absences must be reported within 48 hours, in writing, to the school by the parent/guardian or adult student. Failure to report and explain the absence(s) shall result in truancy. The final authority for determining acceptability of the reason for the absence(s) shall rest with the principal.

**Legal Reference: Idaho Code 33-202; 33-206; 33-207; Policy #501.4 & 504.5**