

Attendance Policy

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

It is the intent of the Board of Trustees 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 attributes 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 (9) days per semester. The administration shall adjudicate absences where the total number of days is brought below 9 days through doctor's excuses and legitimate illness.

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

Those that occur due to school-sponsored activities, since these are considered an equivalent educational experience, so long as any required work is made up for the class or classes missed. These exemptions will apply to students participating in sports events, cheerleading, music related events, academic field trips, and others deemed co-curricular. In addition, the building principal may determine whether or not a student shall be excused to attend a school activity based upon the student's attendance record.

Those that are protected based on an identified disability supported by a 504 plan or an Individualized Education Plan (IEP)

Students in secondary schools shall be required to register for a minimum of six classes each day (which may include one scheduled, supervised study hall) unless dual enrolled under Policy 3030 "Part-Time Attendance/Dual Enrollment or excused by the local Board of Trustees.

For students in grades 9 through 12, the attendance policy shall be applied by class each semester. For students in grades 7 and 8, the policy shall be applied by class each semester with any loss of credit considered when determining promotion or retention. If a student is not present for more than 50% of a class period regardless of the reasons, he/she shall be counted as absent for the entire class period.

School officials shall warn a student and his parents in writing of an impending loss of credit due to excessive absences. School officials shall immediately notify a student and his parents in writing when credit in any class has been withheld.

After a student has been notified that credit has been withheld, he/she may file a petition requesting a waiver of the attendance policy in order that credit may be granted. Such petition shall be filed with the school principal within 10 school days of the notice of loss of credit. The principal shall notify parents and the student of a time for a review hearing to be held within 10 school days of receipt of the petition. The principal after hearing the petition, may request information from other school personnel and then shall approve or establish additional conditions for the reinstating of credit. In this situation, credit shall be withheld until the completion of the semester and satisfactory fulfillment of the conditions established for reinstatement. (Refer to attendance procedures outlined in Administrative Guidelines).

Should the student not fulfill the conditions or have additional attendance concerns, credit will be withheld. Students may appeal this denial of credit by requesting a hearing in front of the District Attendance Board. The District Attendance Board would include two administrators from other secondary or elementary schools as appropriate and two teachers from other secondary or elementary schools. The Assistant Superintendent (or designee) would chair this board and vote only in the case of a tie.

Decisions of the District Attendance Board and principal from each building shall be reported to the Superintendent and Board of Trustees at the end of each semester. Any permanent loss of credit shall be clearly marked on the student's report card and permanent record.

Building principals will consider a student's attendance record as a whole in making their decisions. "Extraordinary cases" are generally understood to be those in which a student's absences were due to circumstances beyond the control of the student, parent, and/or the school.

Because a student is considered to be in control of his/her own actions, truancy or any suspension from school or class for discipline purposes may not be considered an extraordinary circumstance.

The following "extraordinary" criteria may be considered when reviewing petitions for waiver of the attendance policy:

- a. All district-approved testing or counseling
- b. Documented illness or emergency medical treatment
- c. Death in the immediate family
- d. Activities involving state or national recognition
- e. Requirement to appear for legal proceedings
- f. Documented family crisis or emergency

- g. IHSAA sanctioned district or state competitions
- h. Other unusual circumstances judged by the principal as "extraordinary" on the individual merits of the case

2. Elementary Schools

Elementary 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. Elementary school officials will follow the same procedures as the secondary schools except that credits are not issued for elementary students. When school officials believe a student has been excessively absent for reasons other than personal illness, such official may notify the district court pursuant to Idaho Code 33-206.

3. Absences Classified

Absences will be considered under three categories: Absence, suspension, and truancy. The principal will determine under which heading an absence will be classified.

- a. Absences - Absence from class for any reason (except suspension, truancy, or approved school activity) including family convenience. For absences unrelated to school activities or suspension, a student's absence shall be verified by a parent or guardian with an explanation of the absence. Contact from the parent or guardian to the school should be made by note, telephone, or in person within three school days of return to school or such absence may be considered a truancy and processed accordingly. School work may be made up for credit either before or after any absence
- b. Suspensions - Absence due to in school or out of school suspension assigned by a school authority for disciplinary reasons. Students will be provided the opportunity to make up work missed during a suspension.
- c. Truancy - An absence that occurs without the knowledge and consent of the parents and concurrence of school authorities. Work missed during a truancy and any subsequent suspension may not be made up for credit. The Superintendent shall be notified. Additional truantries could result in expulsion by the Board of Trustees. 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.

Tardies

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.

In order to comply with Idaho Code 33-207(3) as now in effect or hereafter amended, the Board of Trustees of School District No. 272 hereby adopts the following process in order to meet the due process requirements of IC 33-207(3).

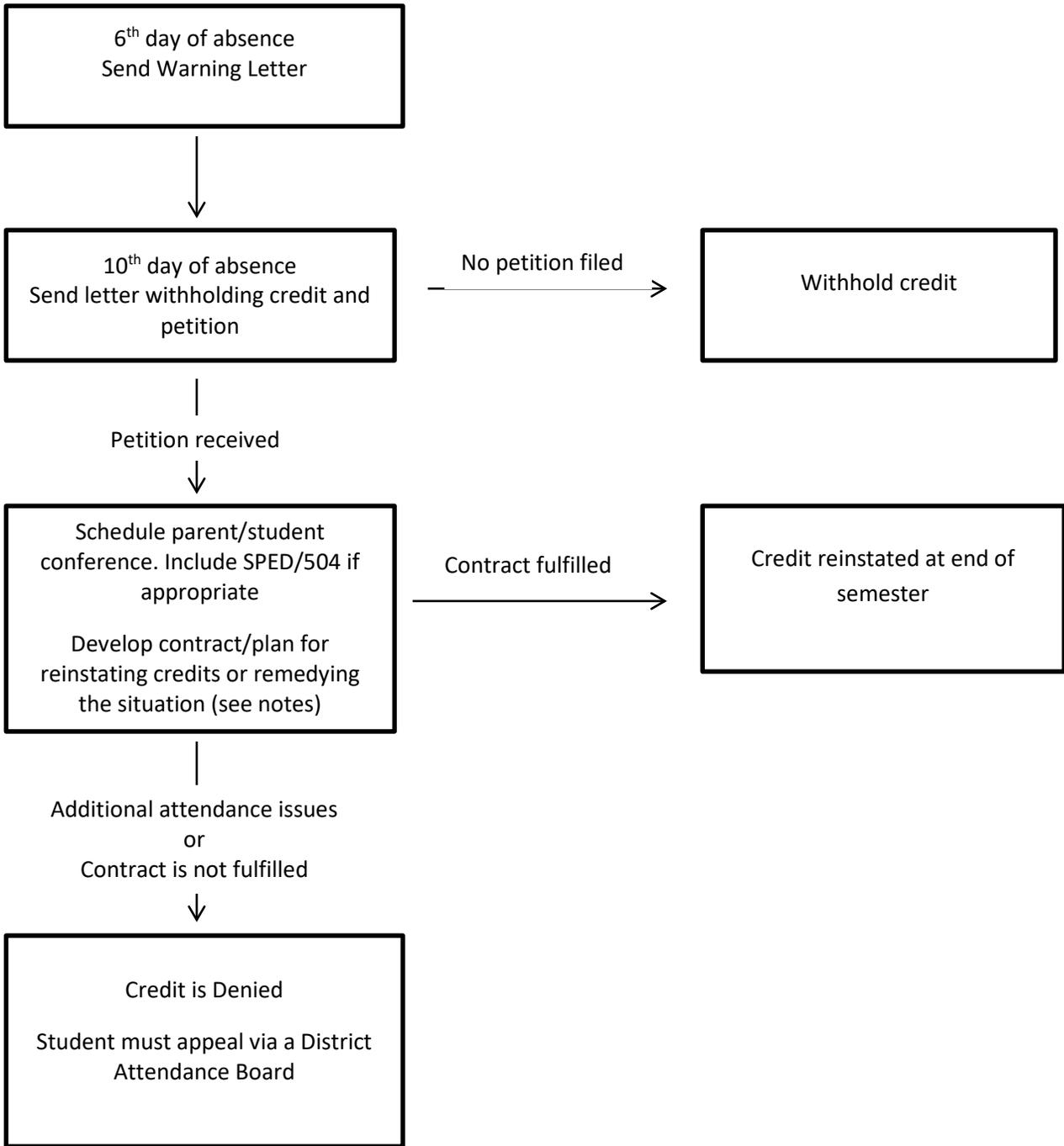
1. Three or more violations of the attendance policy (failure to attend during the full school day, or full period on three or more occasions) or a continued pattern of absences that are avoidable and impacting the student education, may be deemed to be habitual truancy by the Board of Trustees.
2. A violation of this policy will result in notification to the student and the parents/guardian(s) of said student, of a hearing to be held before the Board of Trustees to determine whether or not the student is a habitual truant.
3. At the hearing, which will normally be scheduled in conjunction with the Regular Meeting of the Board, the student and the student's parent(s) and/or guardian(s) may appear to answer to the allegations of a violation of the attendance policy.
4. The hearing shall provide minimum due process to the student/parent(s)/guardian(s) which consists of the following:
 - A. Notification of the Charge
 - B. Opportunity to hear the charge from the charging school/individual.
 - C. Opportunity to address the charge.
 - D. There will be no cross examination.
 - E. Upon completion of the presentation of the charging party and the presentation of the student/parent(s)/guardian(s) each side may present a summation of their position.
 - F. The Board of Trustees will make its determination and render findings and conclusions based upon its determination.
5. In the event the Board the student is a habitual truant, the Board shall forward its findings and conclusions to the prosecuting attorney of the jurisdiction in which the school is situate for proceeding in accordance with Idaho Code 33-307 as now in effect or hereafter amended.

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. § 33-207 Proceedings against parents or guardians

Policy History:

Adopted on: August 13, 2007
 Revised on: December 09, 2013
 Revised on: June 13, 2016

Prior district policy Article VI, Section R



Notes:

As part of the contract, include consideration of filing habitual truancy. The contract could include conditions such as attending Saturday School, interviewing employers, no further suspension/truancy absences, and/or some method of verifying absences such as a doctor's note.

Attendance board make-up would include two administrators from other secondary or elementary schools as appropriate and two teachers from other secondary or elementary schools. The Assistant Superintendent (or designee) would chair this board and vote only in the case of a tie.