

Attendance Policy

Students are required to attend all assigned classes each day, and teachers shall keep a record of all absences and tardiness. Students must be in attendance 90% of the time when class is in session. ***See flow chart at end of policy for consequences of absenteeism.***

No credit will be granted to students missing more than nine (9) days per semester. Students in secondary schools shall be required to register for their classes which may include one scheduled, supervised study hall.

When a student is absent, and the school has not been notified of the student's absence, the school shall attempt to contact a parent, guardian, or custodian regarding the unexcused absence before the end of the school day.

For students in grades K through 5:

- Regular attendance is required with a minimum of absences.
- Absenteeism may be considered when deciding to retain or promote a student for the next school year.
- A truancy hearing may be held with the Board of Trustees to determine if notification to the county prosecutor is warranted.

For students in grades 6 through 8:

- The attendance policy shall be applied by class each semester when determining promotion or retention.
- If a student is in a class that receives credit for high school, then a loss of credit may apply.
- If a student is not present for more than 50% of a class period, regardless of the reasons, he or she shall be counted as absent for the entire class period.

For students in grades 9 through 12:

- The attendance 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 or she shall be counted as absent for the entire class period.

A student and the parent, guardian, or custodian shall be sent a warning in writing of an impending loss of credit due to absences and shall be immediately notified in writing when credit in any class has been withheld by building administration.

When a student has been notified their credit has been withheld, he or she may file a petition requesting a waiver of the attendance policy in order that credit may be granted. A petition shall be filed with the principal within ten (10) school days of the notice of loss of credit. The principal shall notify the parent, guardian, or custodian, and the student, of the time for a review hearing which shall be held within ten (10) school days after receipt of the petition.

After the review hearing, the principal may request information from other school personnel and shall either approve, deny, or establish additional conditions for reinstating the credit. Credit shall be reinstated when the additional conditions have been satisfied or at the completion of the semester. Any decision made at the review hearing may be appealed to the Board of Trustees.

Any permanent loss of credit shall be clearly marked on the student's report card and permanent record. At the end of each semester, the Superintendent shall receive a report regarding all review hearings held within the district and the status of student credit loss. Upon completion of the Superintendent's review, the report shall be provided to the Board of Trustees.

Principals will consider a student's attendance record, as a whole, in making their decisions.

Criteria considered when reviewing a petition for a waiver of the attendance policy are:

- a. Circumstances beyond the control of the student, parent, and/or school
- b. All district-approved testing or counseling
- c. Documented illness or emergency medical treatment (*See I.C. § 33-204*)
- d. Death in the immediate family
- e. Activities involving state or national recognition
- f. Requirement to appear for legal proceedings
- g. Family crisis or emergency
- h. IHSAA sanctioned district or state competitions
- i. Students with an identified disability supported by a 504 Plan or an IEP (Individualized Education Plan)
- j. Other unusual circumstances determined by the principal as meriting additional understanding

Tardies

Students are expected to be in class on time. When 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, the student may be suspended from the class.

Absence Categories

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 - Failing to attend school for the full school day or full period. This can be for any reason (except suspension, truancy, or approved school activity). An absence shall be verified by a parent, guardian, or custodian 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 - Multiple absences with more than one occurrence and made in violation of the attendance policy. Students will be provided the opportunity to make up work missed due to truancy.

Truancy Process

In order to comply with Idaho Code 33-207 (2) the Board of Trustees hereby adopts the following:

- Three (3) or more violations of the attendance policy or a continued pattern of absences that are avoidable and impacting the student's education, may be deemed habitual truancy by the Board of Trustees.
- The Superintendent shall be notified.
- A truancy hearing shall be held before the Board of Trustees.
- Habitual (additional) truanicies may result in an expulsion hearing.

In the event the Board determines a student is a habitual truant, the Board shall forward its findings and conclusions to the prosecuting attorney of the jurisdiction in which the student resides in accordance with Idaho Code § 33-207(3) as now in effect or hereafter amended.

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
I.C. § 33-207

Habitual Truant Defined
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

Prior district policy Article VI, Section R

Flow Chart - All Students

