Students

Secondary Attendance Policy

Regular school attendance is critical to the learning process. Students shall be in attendance at least 90% of the time the subject is being taught.

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

- **Verified Absence** is an absence that has been verified by the student's parent(s) or guardian(s). Written, oral, or electronic communication from either the parent or guardian is expected by 9:30 a.m. on the day of the absence.
- **Unverified Absence** is an absence from school that has not been verified via written, oral, or electronic communication from a 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** is an absence that occurs within the school day where a student is pulled from their regularly scheduled 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** is an absence that occurs for attending school-sponsored programs, and classes will be missed.
- **Suspended Absence** is an absence due to in-school or out-of-school suspension or an absence from class due to behavior.
- **Illness/Medical Absence** 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. For normal illnesses the District does not expect parents or guardians to contact a

medical provider. Parents or guardians may excuse their student from school for an illness by contacting the school office. ***School administration may consider a student in violation of the attendance policy if parent-excused (or guardian-excused) illnesses become habitual***.

- **Bereavement** is an absence due to a death in the family.
- **Prearranged Absence** 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 advance notice through the attendance office. This may include athletic/club activities, travel (not school-related), vacations, college visit(s), or surgery.
- **School Excused** 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** is an absence that occurs for students having legal obligations, which includes a stay in juvenile detention.
- **Disability Related** 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** 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 shall complete an attendance petition (Policy 3050P) for their credits. Parents or guardians will be notified of their student's attendance status after 6 missed school days and after 9 missed school days each semester.*

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 within the Lakeland Joint School District. Consequences are identified below.

1st Offense:

- A notification and Policy 3050P (an Attendance Petition) will be sent to the student and their parent or guardian stating the student has violated the attendance policy.
- Once an attendance petition has been submitted, the administration will meet with the student to review the attendance policy and the consequences of repeated violations.

- The student will receive credit for all passing grades pending approval of the attendance petition.

2nd Offense: A student will be considered a second attendance offender if they violate the attendance policy during two consecutive semesters, even if the violation occurs in only one class period.

For example: *A student violates the attendance policy in two class periods during their first semester requiring a credit petition. If the student has any attendance policy violation in the following semester, regardless of the number of class periods involved, it is considered a second offense. The student will be placed on attendance probation, and every class period in which the attendance policy is violated during that semester will be subject to the conditions described below.*

- A notification and Policy 3050P (an Attendance Petition) will be sent to the student and their parent or guardian stating the student has violated the attendance policy for the second time and has been placed on probation.
    - While a student remains on academic probation for attendance violations, the student will receive an "I" for "incomplete" grades during the affected semester specific to the class period(s) where the attendance has been violated during the second semester.
- Once an attendance petition has been submitted, the administration will meet with the student and their parents or guardians to address the consequences of "incomplete" grades.
- Directions will be given to the student on how to resolve the student's "incomplete" grades to ensure credits are earned.

3rd Offense: An attendance violation will be considered a third offense when the student has violated the attendance policy for any one or more class periods for three consecutive semesters. Any class period in which the attendance policy has been violated will fall under the "3rd Offense" guidelines described below:

- A notification and Policy 3050P (an Attendance Petition) will be sent to the student and their parent or guardian stating the student has violated the attendance policy for the third time.
- The student will have a loss of any credits from class periods where the attendance policy was violated during the current semester as well as the previous probationary semester.
- The student may be recommended for an alternative placement.
- Students and their parents or guardians may choose to petition the Board regarding any lost credits.

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

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:
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:
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