

## ATTENDANCE OF STUDENTS

DATES (Adopted/Revised)	GUIDE WORDS
Adopted - August, 1973 Revised - July, 1976 Revised - July, 1977 Revised - July, 1978 Revised - July, 1984 Revised - July, 1985 Revised - July, 1988 Revised - July, 1989 Revised - June, 1992 Revised - February, 2001 Revised - December, 2004 Revised - July, 2006 Revised - July, 2007 Revised - July, 2008 Revised - November, 2008 Revised - October, 2009 Revised - August, 2010 Revised - June, 2011 Revised - October, 2011 Revised - December, 2011 Revised - July, 2013 Revised - December, 2013	Absence Compulsory Attendance Part-Time Enrollment Make-up Student Attendance Tardy Truancy

The Pocatello/Chubbuck School District No. 25 Board of Trustees provides a safe, supportive and caring learning and working environment for students and staff to assure that all students meet or exceed state academic standards. In doing so, when practicable, the District desires to work in partnerships with parents and the community. To assist in meeting the goal of providing a safe, supportive and caring learning and working environment in which all students succeed academically, the District and its schools expect parents/legal guardians to have their children in attendance daily and on time. Parents/legal guardians and students are expected to make every effort to maximize student attendance and to minimize student absences and student tardiness. School officials will attempt to inform parents/legal guardians of student absences.

**Compulsory Attendance**

Children between the ages of seven (7) and sixteen (16) residing in School District No. 25 are required to attend school as outlined in the Idaho Code.

IDAHO CODE 33-202

The parent or guardian of any child resident in this state who has attained the age of seven (7) years at the time of the commencement of school in his district, but not the age of sixteen (16) years, shall cause the child to be instructed in subjects commonly and usually taught in the public schools of the State of Idaho. Unless the child is otherwise comparably instructed, the parent or guardian shall cause the child to attend a public, private or parochial school during a period in each year equal to that in which the public schools are in session; there to conform to the attendance policies and regulations established by the board of trustees, or other governing body, operating the school attended.

**ATTENDANCE OF STUDENTS****Conditions for Part-Time Enrollment**

Part-time high school students shall be enrolled daily for a minimum of 150 minutes (2 periods) and/or 240 minutes (4 periods). If a part-time high school student participates in released-time religious instruction, the released-time religious instruction shall not be counted as a component of the 150 minutes or the 240 minutes of public school instruction. A high school student who is enrolled for full days, and who has a period of released-time religious instruction shall not be considered part-time.

**Parents/Legal Guardians Responsibility to Inform School Regarding Student Absences**

Parents/Legal Guardians are expected to contact school officials when their children are to be absent. When parents/legal guardians know about an absence in advance of the event/day, they are asked to pre-notify school officials.

**Attendance Records**

School officials are responsible for maintaining a comprehensive system of student attendance records, inclusive of daily attendance records for each student. Teachers are responsible for accurate reporting of daily student attendance. Building administrators are responsible for submitting accurate attendance information to the Superintendent.

**Reporting Absences**

School officials shall record student absences according to the following protocols:

- Excused
- Unexcused/Truant
- Medical
- Legal
- Homebound
- School Related
- In-School Suspension
- Suspension

**Definitions**

**Truancy** is a condition for which a student is unaccounted during the assigned school day.

**Consequences for Lack of Attendance**

School officials expect parents/legal guardians to have their children in attendance daily and on time. The officials will consider a student's lack of attendance as habitual truancy and will take disciplinary action, inclusive of suspension, a recommendation for expulsion and a referral to Attendance Court. Should a student be under the jurisdiction of juvenile authorities, a lack of attendance shall be reported to the student's probation officer and/or the juvenile court.

**Student Absences at the Elementary Level**

Regular daily attendance is expected for all students in the elementary schools. Following the fifth (5) absence, school officials will send a letter to the parents/legal guardians notifying them of the absence and the student's need to be in school.

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If a student is absent for a tenth (10) day of school, school officials will contact the parents/legal guardians to discuss the circumstances of the absences and applied or future interventions and consequences. A follow-up letter will be sent to the parents/legal guardians.

For any student absences that exceed eleven (11) days but do not exceed fifteen (15) days, school officials will convene a meeting of the Building Attendance Committee to discuss the circumstances of the absences, applied or future interventions and consequences, and the student's academic record. The student and his/her parents/legal guardians are expected to be present for the Building Attendance Committee discussion. School officials will send a follow-up letter to the parents/legal guardians addressing the stated outcomes of the meeting.

For any student absences that reach an eighteenth (18) day, the student may be considered habitually truant and referred to Attendance Court, SRO or local police department.

**Student Absences at the Secondary Level**

Regular daily attendance is expected for all students in the secondary schools. Once a student is absent for a tenth (10) time in any semester class or for a seventh (7) time in any trimester class, or a fifth (5) time in a quarter class, or a fourth (4) time in any six week block exclusive of school related absences, school officials may consider the student as habitually truant and refer the student for intervention and/or consequence inclusive of suspension, a recommendation for expulsion and a referral to Attendance Court.

**Work Make-Up Privileges**

Students will be expected to make up work missed as a result of absences, (except truancies which may be made up at the discretion of the teacher). Students that have excused absences (other than Pre-arranged Absences) are able to make up their assignments, tests, quizzes, and projects as they work with a particular teacher. Time allowed for this is based on the number of days the student was absent for circumstances plus one more school day. Teachers do have the discretion to extend the number of days allowed on a case by case basis.

**Pre-Arranged Absences:**

These absences include school related events such as athletic competitions, music contests, etc. or planned personal or family emergencies with administrative approval, including medical absences where the student has received assignments and/or participated in test reviews in advance. In the case of these pre-arranged absences, all missed school work (including the missed test) is due the day the student returns to school with teacher discretion to extend the deadline.

**Unexpected Absences:**

These absences include student illness, funerals, etc. as defined in District policy. Unexpected, excused absences allow for students to have one day for each school day absent plus one day to make up all assignments and tests, with teacher discretion to extend deadlines.

**ATTENDANCE OF STUDENTS****Interventions/Consequences for Truancy Due to Unexcused Absences at the Secondary Level**

Students have three (3) school days following any unverified absence to have that absence verified by parents/legal guardians. Following the three (3) day time period, any unverified absence shall be considered a truancy unless special circumstances are determined by administration. For a first (1) truancy school officials will assign consequences and parents/legal guardians will be notified in writing of the truancy and the consequences.

For a second (2) truancy, school officials will assign the student to Friday Night School for an assessment and intervention. The assessment will consider the conditions surrounding the truancy and the student and parents/legal guardians may be referred to juvenile probation for intervention services. Parents/legal guardians will be notified in writing of the truancy and consequence/discipline. Students who do not attend Friday Night School will be considered truant. A third truancy will be issued and referred as habitually truant to the SRO for an Uniform Citation. The citation will require the student and parents/legal guardians to appear in court.

For a third (3) truancy, school officials will assign the student and parents/legal guardians to attend a counseling session at Friday Night School. Parents/legal guardians will be notified in writing of the truancy and consequences. Students who do not attend Friday Night School will be considered truant. A fourth truancy will be issued and referred as habitually truant to the SRO for an Uniform Citation. The citation will require the student and parents/legal guardians to appear in court.

For a fourth (4) truancy due to unexcused absences, school officials will refer the student as habitually truant to the SRO for an Uniform Citation. The citation will require the student and parents/legal guardians to appear in court. Parents/legal guardians will be notified in writing of the truancy and court referral.

For any subsequent truancy (5 or more) due to unexcused absences, school officials will refer the student as habitually truant to the SRO for an Uniform Citation and referred to the District Discipline Review Committee for disciplinary action.

**Interventions/Consequences for Truancy Due to Number of Absences at the Secondary Level**

When a student reaches the tenth (10) semester, seventh (7) trimester, fifth (5) quarter, or fourth (4) six week block absence in a class it may be considered as a first (1) truancy. School officials shall conference with the student about any unusual circumstances surrounding the absences. If special circumstances are designated, they will be noted in a student attendance contract and entered into the student records system. If no special circumstances are designated, that will be designated in a student attendance contract and entered into the student records system. In the student attendance contract, school officials will assign consequences for the first (1) truancy and parents/legal guardians will be notified in writing of the truancy and the consequences.

When a student is absent for an eleventh (11) semester, eighth (8) trimester, sixth (6) quarter, or fifth (5) six week block time, he/she will be

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considered truant for a second (2) time. School officials will assign the student to Friday Night School for an assessment and intervention. The assessment will consider the conditions surrounding the truancy and the student and parents/legal guardians may be referred to juvenile probation for intervention services. Parents/legal guardians will be notified in writing of the truancy and consequences. Students who do not attend Friday Night School will be considered truant. A third truant will be issued and referred as habitually truant to the SRO for an Uniform Citation. The citation will require the student and parents/legal guardians to appear in court.

When a student is absent for a twelfth (12) semester, ninth (9) trimester, seventh (7) quarter, or sixth (6) six week block time, he/she will be considered truant for a third (3) time. School officials will assign the student and parents/legal guardians to attend a counseling session at Friday Night School. Parents/legal guardians will be notified in writing of the truancy and consequences. Students who do not attend Friday Night School will be considered truant. A fourth truancy will be issued and referred as habitually truant to the SRO for an Uniform Citation. The citation will require the student and parents/legal guardians to appear in court.

When a student is absent for a thirteenth (13) semester, tenth (10) trimester, eighth (8) quarter, or seventh (7) six week block time, he/she will be considered truant for a fourth (4) time. School officials will refer the student as habitually truant to the SRO for an Uniform Citation. The citation will require the student and parents/legal guardians to appear in court. Parents/legal guardians will be notified in writing of the truancy and court referral.

For any student having subsequent truantries (5 or more) due to further absences, school officials will refer the student as habitually truant to the SRO for an Uniform Citation and referred to the District Discipline Review Committee for disciplinary action.

Any student who exceeds the age of eighteen (18) can no longer legally be termed habitually truant. Thus, truancy will be addressed in accordance with disciplinary procedures.

**Definitions**

**Tardiness** is a condition for which a student is unaccounted for during a brief portion of the assigned school day. Corrective action for student tardiness is within the scope of student discipline. Should a student be under the jurisdiction of juvenile authorities, student tardiness shall be reported to the student's probation officer.

**Student Tardiness at the Elementary Level**

When an elementary student is tardy two (2) to five (5) times, the classroom teacher shall contact the student's parents/legal guardians and develop a plan to address the tardiness. The teacher shall also notify the building administrator.

When an elementary student is tardy six (6) to eight (8) times, the building administrator or designee shall notify the parents/legal guardians in writing of the student's tardiness and address a plan to correct the tardiness. A referral may be to Attendance Court, to the SRO, or local police department.

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When an elementary student is tardy ten (10) times, the building administrator or designee shall notify the parents/legal guardians in writing. The student may be assigned to a supervised after school detention session. The building administrator shall assign the student a first (1) truancy. A referral may be to Attendance Court, to the SRO, or local police department.

When an elementary student is tardy fifteen (15) times, the building administrator shall notify the parents/legal guardians in writing and the student shall be assigned a second (2) truancy. The building administrator will request parents/legal guardians to attend a truancy meeting at the school in order to resolve the matter of tardiness. The student may be referred to Attendance Court, SRO or local police department as habitually truant.

When an elementary student is tardy twenty (20) times, the building administrator shall notify the parents/legal guardians in writing and the student shall be assigned a third (3) truancy. The student shall be referred to Attendance Court, SRO or local police department as habitually truant.

An elementary student who continues to be tardy will be issued a fourth (4) truancy and shall be referred to Attendance Court. Parents/legal guardians will be notified in writing.

**Student Tardiness at the Secondary Level**

Students who arrive to class late disrupt the learning environment of the classroom. Any student who is tardy beyond the first fifteen (15) minutes of class shall be reported as absent. Teachers are responsible for monitoring and recording student tardiness.

The first (1) time a student is tardy in a class per semester/trimester, the teacher shall warn the student about the disruption and inform the student that the teacher will contact the student's parents/legal guardians for a second (2) tardy.

For a second (2) tardy in a class, the teacher shall contact the student's parents/legal guardians.

For a third (3) tardy in a class, the teacher shall assign the student a detention with the teacher, notify the parent/legal guardian and have the student sign an attendance contract for that class which specifies attendance expectations and future consequences for continued tardies.

For a fourth (4) tardy in a class, the teacher shall refer the student to the administration who will take further disciplinary action and contact the parent/legal guardian.

Upon the fifth (5) tardy in a class, the teacher shall refer the student to the administration who will issue a truancy and apply consequences according to the accumulated number of truantries.

Upon the tenth (10) tardy in a class, the teacher shall refer the student to the administration who will issue a truancy and apply consequences according to the accumulated number of truantries.

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Upon the fifteenth (15) tardy in a class, the teacher will refer the student to the administration who will issue a truancy and notify the SRO of the student's habitual truancy status and request that an Uniform Citation for Attendance Court. The building administration will notify parents/legal guardians.

**Student Sign In and Sign Out**

Other than at the regular beginning of the school day and at the regular end of the school day, all students shall sign in and out of the school office if students are to leave school for any part of the school day. Students will only be permitted to sign in and out with parent's/legal guardian's permission. Whenever possible, parents/legal guardians are asked to pre-arrange permission for student sign in and out. Further, when parents/legal guardians check their children out of school during the school day, they are to come into the office to meet their children and to come into the office when returning them to school.