ATTENDANCE

1. Purpose Statement

A. The 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. Regular participation in learning activities under the guidance and instruction of an effective teacher, as well as regular interactions with peers in the classroom, are essential to the learning process. Education is much more than written assignments or homework; it also encompasses instruction, formative assessment, intervention and support, discussion, peer interaction, and collaborative work that occurs in the classroom. Most of the learning that takes place in a classroom cannot be replicated or sent home as homework. When a child is not in school, learning opportunities are lost. This is an established principle of education that underlies and gives purpose to the statutory requirement of compulsory schooling in this state.

B. Regular attendance also 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. Regular and punctual attendance has a significant impact on school success, scholarship, and job opportunities.

C. Therefore, the intent of the Board of Trustees is to have students attend school on a regular basis since regular and consistent attendance results in increased learning.

2. Definition of Attendance

A. In accordance with Idaho Administrative (IDAPA) Rule 08.02.01.250.03, being in attendance means that a student is under the guidance and direction of a teacher or other authorized school district personnel when school is in session.

3. Attendance Requirements

A. 90% Attendance Requirement

i. To be in full compliance with the attendance policy of the Board of Trustees, students are required to be in attendance at school at least ninety percent (90%) of the time school is in session during each trimester. At each grade level, on a trimester schedule, this means:

ii. Elementary schools: Not being absent from school more than six (6) full days or twelve (12) half days in a trimester.

iii. Middle schools and high schools: Not being absent from a class more than six

(6) times in a trimester.

iv. Online and Alternative Schools:Students enrolled in Bonneville Online or an alternative school should refer to their school's attendance regulations.

B. Chronic Absenteeism / Habitual Truancy

i. Students who meet either of the following conditions will be considered as being chronically absent / habitually truant and will be subject to additional corrective actions.

a. Habitual truancy: Having a pattern of absences from school without the knowledge and permission of parents/guardians, or

b. Chronic absenteeism: Being in attendance less than 80% of the time that school is in session.

4. Categories of Student Absences

A. School Approved Activities

i. The following conditions meet the IDAPA definition for attendance and are defined as school approved activities that do not count as absences when determining the ninety percent (90%) attendance requirement.

a. Participation in school services such as:

1. Individual tests by school officials, or

2. Conferences with school or State officials.

b. School security actions or emergency situations such as:

1. Emergency procedure drills,

2. School evacuations and early dismissals,

3. Late buses, etc.

c. Participation in school-sponsored activities under the direction of authorized school personnel, Idaho High School Activities Association related events, academic field trips, and other school-approved co-curricular activities.

1. Permission to participate must be obtained in advance from teachers and/or the principal/designee.

d. Participation in activities sponsored by non-school organizations shall not be designated as school-excused activities because they do not meet the

IDAPA definition for school attendance.

B. Parent Verified Absences

i. Absences from class that are taken with the knowledge and permission of the parents/guardians of a minor student.

ii. Parental permission is not valid when a student misses class and remains on school grounds unless prior permission has been granted by the school principal/designee.

iii. Parents / guardians are expected to verify student absences prior to the absence and must be reported no later than 48 hours after the student returns to school.

iv. All parent verified absences will count against the ninety percent (90%) attendance requirement, including absences incurred for any of the following reasons: family vacations, routine doctor, vision, dental or other related appointments, legal obligations, any travel that is not part of a school-sponsored activity, and illness.

a. Students who do not feel well enough to attend school are encouraged to stay home, especially if they exhibit symptoms including fevers, nausea, diarrhea or vomiting. The expectation for students to be in attendance at school ninety-percent of the time allows for these types of situations.

b. As explained in the following section, with a doctor's order, parent verified absences due to a student contracting a serious illness or experiencing injury or hospitalization will not be included when determining whether a student has excessive absenteeism from school.

C. Bereavement

i. When students are absent from school because of the death of a close family member or family friend, they will be marked absent from school using a code to denote bereavement.

ii. While absences due to bereavement cannot be reported as being in attendance at school; absences for bereavement will not be included when determining whether a student has excessive absenteeism from school.

D. Students with Chronic or Serious Health Conditions

i. *Chronic Health Conditions***.** If students develop a chronic health condition which prevents them from attending school regularly, the school principal / designee should arrange to meet with the students' parents/guardians to

develop a plan to support their academic progress.

a. If the health condition is determined to be a disability, defined as a physical or mental impairment which substantially limits one or more major life activities, then the plan should be developed by the appropriate 504 or IEP team.

b. If the health condition is not determined to be a disability, the school principal / designee will work with the parents and assigned classroom teachers to develop a medical accommodation plan for the student to support their academic progress.

c. Plans should include a provision to code absences due to the student's health condition as a "Medical absence" that will not be included when determining whether a student has excessive absenteeism from school.

ii. *Other Serious Health Conditions***.** When a licensed health practitioner provides a medical order that prevents a student from attending school in person due to contracting a contagious illness or injury or if a student is hospitalized, the absences will be coded as "Medical absences (MED)" and will not be included when determining whether a student has excessive absenteeism from school.

iii. *Confidentiality of Health Information***.** School staff, including teachers, whom the school principal determines have a "legitimate educational interest" in the information will be informed of the accommodations identified in the plan; however the confidentiality of medical information shall be respected at the parent's/guardian's request.

iv. *Remote Learning***.** Students who are able to continue their learning through online or remote instruction under the direction of their classroom teacher or teachers will be considered as being present at school.

E. Unverified Absences / Truancy

i. Any absence from school without the knowledge and permission of a minor student's parents/guardian shall be designated as an unexcused absence / truancy.

ii. All unverified absences will count against the ninety percent (90%) attendance requirement.

iii. Any absence from school without the knowledge and permission of parents/guardians is considered to be a truancy and will be subject to discipline as outlined in the Student Code of Conduct.

iv. Discipline for unexcused absences shall follow the guidance provided in the

Code of Student Conduct.

v. When a student has repeated unexcused absences, the school principal/designee will hold a conference with the student and their parent/guardian.

vi. Students who continue to be absent from school shall be declared a habitual truant and further corrective actions shall be taken as specified in the Corrective Actions section below.

F. Out of School Suspensions

i. Students who are suspended out of school for violating the Code of Student Conduct are considered absent from school. Out of school suspensions count against the 90% attendance requirement.

ii. Suspended students will not be counted as truant, and make-up work will be required.

5. Notifications to Parents

A. Unverified Absences

i. Each school shall implement an automated notification system to promptly inform parents and legal guardians whenever their student is absent from school and the absence has not been reported to the school in advance.

ii. Upon receiving such notice, parents / guardians are responsible to report the reason for the absence to the school if the student is absent from school with their permission. Any absence from school without the knowledge and permission of parents/guardians is considered to be a truancy and will be subject to discipline as outlined in the Student Code of Conduct.

B. Notification of Noncompliance with Attendance Policy

i. Principals/designees are required to notify parents/legal guardians when students' attendance is not in compliance with the provisions of this policy.

a. *6th Absence*. Parents/guardians will be notified in writing of the sixth (6th) absence from one or more classes during a trimester and the requirement for the student to participate in makeup sessions for subsequent absences.

b. *9th Absence***.** Parents/guardians will be notified in writing of a student's ninth (9th) absence from one or more classes during the trimester. This notification should include a request for the parents/guardians to meet in

person with the school administration.

1. School principals are also expected to make a good-faith effort to contact the student's parents/guardians before taking additional corrective actions specified below.

2. If possible, principals should attempt to speak to parents/guardians in a personal phone call.

3. When necessary, principals may contact parents through text messages or emails. Such messages should include a request for parents to call the school to discuss the attendance concerns.

ii. *12th Absence***.** Parents/guardians will be notified in writing of a student's twelfth (12th) absence from one or more classes. This notification shall include notice of impending disciplinary actions, including

a. Referrals to Bonneville County Juvenile Probation or other outside agencies for truancy,

b. Ineligibility for Driver's Education programs,

c. Requests to the Department of Motor Vehicles to suspend driving privileges,

d. Any changes that will be made to a student's schedule as a result of nonattendance.

6. Corrective Actions

A. Students who fail to meet the 90% attendance requirement will be subject to corrective actions as outlined below unless one or more of the following conditions apply:

i. The parents / guardians have provided documentation of a medical condition that has prevented the student from attending school,

ii. The student has an IDEA plan (IEP), 504 plan, or medical plan that includes accommodations for absences from school,

iii. The parents / guardians have met with the school administration in advance to develop a plan for a student to be designated as a self-directed learner while they are absent from school for an extended period of time.

B. <u>Less Than 85% Attendance</u>

The following additional corrective actions may also be assigned to students

who have more than nine (9) absences in any class.

i. Parent and Student Conferences. School principals / designees should contact parents/guardians to request a meeting with the student to

a. discuss the reasons for the absences, and

b. to create a plan to improve attendance, and

c. to inform parents of additional actions that will result if the absenteeism continues.

d. As necessary, classroom teachers and school counselors should be encouraged to participate in those conferences.

ii. Ineligibility for Driver's Education. As required in Idaho Code §49-303A, students will not be granted Verification of Compliance letters to participate in Driver's Education courses or to receive their driver's license unless the student follows an improvement plan and demonstrates consistent attendance for at least three consecutive weeks.

iii. Request to Suspend of Driver's License. If students who have a driver's license have nine (9) or more absences in more than two classes in a trimester, they may be reported to the Department of Motor Vehicles to suspend their driving privileges pursuant to Board Policy 3055 Attendance for Driving Privileges.

C. Chronic Absenteeism (Less Than 80% Attendance) and Habitual Truancy

i. Ineligibility for Extracurricular Participation. Students who have incurred more than twelve (12) absences in any class may be deemed ineligible to participate in extracurricular activities, including athletics and performing arts, and will be prohibited from attending after school activities for the duration of the trimester.

ii. Referral to Juvenile Probation for Truancy. Students who are younger than 16 shall be reported to Bonneville County Juvenile Probation for habitual truancy. Prior to referring a student to Juvenile Probation, the school administration shall notify parents of the pending referral and request to meet with the parents to create a plan to improve student attendance.

iii. Request to Suspend of Driver's License. If students who have a driver's license have twelve (12) or more absences in more than one class in a trimester or a record of habitual truancy, as defined above, they may be reported to the Department of Motor Vehicles to suspend their driving privileges pursuant to Board Policy 3055 Attendance for Driving Privileges.

iv. Limitations on Makeup Work and Final Grades. Students who have demonstrated chronic absenteeism or habitual truancy may lose their opportunity to earn a traditional letter grade in a class. The teacher shall have the discretion to move chronically absent students to a pass/fail option for the course and limit makeup work and grading to only what is necessary to determine if the student has demonstrated the minimum amount of learning to earn a passing grade in the class.

v. Disenrollment from Class. The school administration may disenroll a student from a class in which they have been chronically absent or habitually truant. Prior to disenrolling the student, the school principal should attempt to arrange a conference with the student's parents/guardians to inform them of the reasons for the disenrollment.

a. Students who are disenrolled from a class for being chronically absent or habitually truant will not receive credit for the class and will receive an "F" for the class.

b. Principals may make a recommendation to the Board of Trustees to deny enrollment to a student when they believe the student's presence on campus will cause a significant disruption to the education of other students.

D. Appeals

i. Parents/guardians, who believe that all or part of their student's excessive absences are the result of extraordinary circumstances, may request a review of the case following the steps identified in the Board Policy 4110 Public Complaints and its associated procedure as briefly outlined below:

a. Level 1: Appeals will be made to the school principal first.

b. Level 2: If a satisfactory resolution is not reached with the school principal / designee, then the decision may be appealed to the Superintendent / designee.

c. Level 3: If a satisfactory resolution is not reached with the superintendent / designee, then an informal hearing with the School Board may be requested to appeal the decision.

7. Responsibility to Report Absences

A. Parents and Legal Guardians. Parents or legal guardians of minor students are responsible to verify each absence from school by reporting the reason for absence to the school administrative staff within 48 hours of the time when the student was absent from class.

B. Adult-aged and Emancipated Minor Students. Students who are not under the legal guardianship of a parent or guardian assume the responsibility for verifying the reason for their absences from school.

8. Make-up Work

A. Pursuant to guidelines set forth in District policy #2635 *Make-up Work*, *s*tudents are expected to make up any assignments missed (for credit) due to an excused absence.

9. Definitions

A. School Approved Activity (ACT): Activities under the guidance and direction of a teacher or other authorized school district personnel while school is in session that take students away from the regular classroom. School approved activities are not counted as absences.

B. Parent Verified Absence (EXC): Any absence from school with the knowledge and permission of a student's parent/guardian. Such absences are counted toward the maximum number of absences allowed per trimester. To verify an absence, the student's parent/guardian must provide a written or verbal verification within forty-eight (48) hours of the last day of the absence. Parental permission is not valid when a student misses class and remains on school grounds.

C. Chronic Absenteeism: Failing to attend school at least 80% of the time that school is in session, including any child whose parents/guardians have failed or refused to cause such child to be instructed as provided in Idaho Code 33-202.

D. In-School Suspension: (ISS As a disciplinary measure, students are not permitted to attend their regular class schedule and are remanded to a location under the supervision of an assigned school employee. Students assigned to in-school suspension are considered present in school for attendance purposes and are expected to complete all work assigned to them during the suspension.

E. Late Verified Absences: absences verified by parents/guardians after the forty-eight (48) hour deadline has expired.

F. Licensed Health Practitioner: An individual who is licensed in the State of Idaho to practice health care and legally prescribe medical treatments.

G. Out of School Suspension: (OSS) Involuntary removal from school. A family member at home supervises the student. Suspended students will ~~not~~ be counted as being absent from school and make-up work will be required.

H. Unverified Absences / Truancy: Any absence from school that has not been verified by the parents / guardians of a minor student to have been taken with their knowledge and permission.

10. Cross-Reference:

A. Make-up Work #2635

B. Attendance for Driving Privileges #3055

C. Student Detention #3350

D. Student Suspension #3355

E. Student Expulsion or Denial of Enrollment #3360

F. District Code of Student Conduct

11. Legal References

A. Idaho Code 33-202 School attendance compulsory

B. Idaho Code 33-206 Habitual truant defined

C. Idaho Code 33-207 Proceedings against parents or guardians

D. Idaho Code 33-506 Organization and government of board of trustees

E. Idaho Code 33-512 Governance of school

12. Adoption and Review

A. Adopted: 06-09-1993

B. Reviewed:

C. Revised: 01-01-2001, 03-08-2006, 06-08-2016, 03-13-2019, 09-09-2020, 01-10-2024, 08-12-2024