

1 REVISION
2 SECOND READING

3 Joint School District No. 2, Meridian

4
5 STUDENT PERSONNEL

6
7 Series 500

8
9 Policy Title Middle School Attendance

Code 501.20

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12 Idaho law requires any person between the ages of seven and sixteen years of age
13 regularly attend school. State law also requires each school district to establish an
14 attendance policy. Because attendance is an indicator of success in school and is
15 necessary for maximum student learning, the Joint School District No. 2 establishes the
16 following policy for middle schools, grades 6-8, in order to:

- 17 • Increase the likelihood of student academic success
- 18 • Increase daily student attendance
- 19 • Encourage students to be academically current in classes
- 20 • Develop student responsibility
- 21 • Increase parental involvement in student attendance
- 22 • Prepare students for attendance expectations in their future careers

23
24 1. All students are expected to be in class and on time every school day. Joint
25 School District No. 2 defines middle school attendance as missing not more than six
26 (6) days per semester. Middle school students who do not meet the attendance
27 standard may be assigned other consequences. School staff enforces daily
28 attendance and initiate measures to correct attendance problems, which may
29 include, but are not limited to, any of the following:

- 30 • Conference with student
- 31 • Phone or letter contact with parent or guardian
- 32 • Makeup sessions or other makeup requirements
- 33 • Lunchtime detention
- 34 • After-school detention
- 35 • Counseling contact
- 36 • Attendance contract
- 37 • Schedule change
- 38 • In-school suspension
- 39 • Alternative programs and placements
- 40 • Mandatory summer school attendance
- 41 • Referral to other governmental agencies
- 42 • Suspensions
- 43 • Court referrals
- 44 • Expulsion
- 45 • Denial of grade promotion

46
47 2. Excessive tardiness may result in a loss of electives, administrative discipline, or
48 denial of promotion.

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50 3. Attendances codes will be used as follows:

- 51 • Unverified: no information regarding absence; unverified absence will be
- 52 noted as a truancy after five (5) days; counts against attendance standard
- 53 • Parent call: student is absent as verified by parent phone call; counts
- 54 against attendance standard
- 55 • Truant: Student is absent without the permission of parents or school
- 56 officials; counts against attendance standard
- 57 • Illness (waived): legitimate and documented by medical personnel; does not
- 58 count against attendance standard but will count against perfect attendance
- 59 • Extraordinary: administrative discretion, i.e. unforeseen emergencies, court
- 60 dates, educational travel; does not count against attendance standard but
- 61 will count against perfect attendance.
- 62

63 4. On a case-by-case basis, where extended study, educational travel, or
 64 extracurricular experiences are offered to students by the parent/guardian or a
 65 teacher/administrator, students may be excused without penalty of the attendance
 66 standard. **However, these absences will affect the perfect attendance record.**
 67 The supervising adult will describe such experiences in writing identifying the reason
 68 the student will miss school and submit the proposal to the principal or designee for
 69 consideration in a reasonable period before the absence occurs. The student will be
 70 expected to complete assigned work, and to complete that work in a period
 71 agreeable to the teacher(s) of the missed class(es).

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73 5. Incentives for student attendance are encouraged and may be determined at each
 74 building or classroom site, as approved by the administrator.

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76 6. Students who accrue fifteen (15) consecutive absences will be dropped from school.
 77 When the student returns to school, the student may be re-enrolled in school.
 78 Students served by homebound tutors will not be included in this procedure. In
 79 addition, students with fifteen (15) or more unverified absences, whether consecutive
 80 or accumulative, will be referred to the Board of Trustees as a habitual truant.

81

82 7. Schools shall establish clear procedures to implement this policy, including, but not
 83 limited to:

- 84 • Regular and accurate recording of attendance
- 85 • Parental access to current attendance records
- 86 • Clear communication of school hours
- 87 • Advance notice of attendance penalties
- 88 • Parent contact in the event of excessive absences
- 89 • Provide written notification to parents in the instances of unverified absences
- 90 changing to truancy and/or notification that a habitual truancy notice will be
- 91 sent to the Board of Trustees for action

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Petition Procedure:

93 Parents may petition the principal, or designee, to waive attendance penalties for
 94 legitimate absences (family emergencies, illnesses, court appearances, and extenuating
 95 circumstances) that result in a student failing to achieve the attendance standard. Such
 96 petitions should be directed to the principal, or designee, in writing prior to the end of the
 97 grading period.

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99 **Appeal Procedure:**

100 In the event that a parent chooses to appeal the decision of the principal or designee, it
101 must be made no less than ten (10) working days after the decision of the principal is
102 rendered. The Director of Secondary Education will receive the appeal and respond
103 within five (5) working days. This decision of the Director is final.
104

105 **Habitual Truancy**

106 Any child at the middle school level who accrues ~~ten (10)~~ ~~fifteen (15)~~ unverified
107 absences and/or truanancies will be referred to the Board of Trustees pursuant to Idaho
108 Code 33-206 which states, in part, "a habitual truant is any public school pupil who, in
109 the judgment of the board of trustees repeatedly has violated the attendance regulations
110 established by the board; or any child whose parents or guardians, or any of them, have
111 failed or refused to cause such child to be instructed as provided in section 33-202,
112 Idaho Code, and the child shall come under the purview of the juvenile corrections act if
113 he or she is within the age of compulsory attendance."
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115 Principals, as the authorized representative of the board, will submit documentation to
116 the Board regarding the excessive absences/truancies by way of the Secondary
117 Director. Following the action of the Board, the Prosecuting Attorney in the county of the
118 student's residence will be notified of the violation by the middle school principal.
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121 Date of Revision:
122 12/15/04

Legal Reference: Code of Idaho
33-205; 206; 207

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