

1 Joint School District No. 2, Meridian

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3 STUDENT PERSONNEL

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5 Series 500

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7 Policy Title Elementary Attendance Policy Code No. 501.30

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10 Idaho law requires mandatory attendance up to sixteen years of age. State law also  
11 requires each school district to establish an attendance policy. Attendance is an  
12 indicator of success in school and is necessary for maximum student learning so the  
13 Joint School District No. 2 establishes the following policy for elementary schools.

- 14
- 15 • Increase the likelihood of student academic success
  - 16 • Increase daily student attendance
  - 17 • Encourage students to be academically current in classes
  - 18 • Develop student responsibility
  - 19 • Increase parental involvement in student attendance
  - 20 • Prepare students for attendance expectations in their future careers

21 All students are expected to be in class on time every school day. Joint School District  
22 No. 2 defines elementary school attendance as missing not more than six (6) days per  
23 semester or four (4) days per trimester. Elementary school students who do not meet  
24 the attendance standard may be assigned other consequences. School staff enforces  
25 daily attendance and initiate measures to correct attendance problems, which may  
26 include, but are not limited to any of the following.

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- 28 • Conference with student
  - 29 • Phone or letter contact with parent or guardian
  - 30 • Makeup requirements
  - 31 • Counseling contract
  - 32 • Attendance contract
  - 33 • Referral to other governmental agencies
  - 34 • Court referrals

35 2. To ensure student's safety, parents are obligated to contact the school regarding  
36 each day or portion thereof that a child misses. Upon failure of contact by the  
37 parent/guardian, the school will make a reasonable attempt to contact them.

38 3. Arriving late, up to 1 ½ hours after the beginning of school or leaving up to 1 ½ hours  
39 before the end of the school day will be considered the same as tardy. When a student  
40 misses over 1 ½ hours of instructional time this becomes an absence.

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42 4. Attendance codes will be used as follows:

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- 44 • Unverified: no information regarding absence
  - 45 • Bereavement: student is absent because of a death in the family
  - 46 • Truant: student is absent without permission of parents or school officials
  - 47 • Alternative School: student is attending an alternative setting such as  
Intermountain, Niche, or homebound
  - 48 • Parent call: student is absent as verified by parent phone call
  - 49 • In School Suspension: student is at school but working in an area other than the  
50 classroom

- 51 • Ill Waiver: student is absent as indicated by documentation from medical
- 52 personnel
- 53 • Verified: student is absent as verified by school contacting parent or guardian
- 54 • Vacation: student is absent and on vacation or trip
- 55

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

61  
62 6. Schools shall establish clear procedures to implement this policy, including, but not  
63 limited to:

- 64 • Regular and accurate recording of attendance
- 65 • Parental access to current attendance records
- 66 • Clear communication of school hours
- 67 • Advance notice of attendance requirements
- 68 • Parent contact in the event of excessive absences
- 69 • Provide written notification to parents when the unverified absences change to
- 70 truancy or when a habitual truancy notice will be sent to the Board of Trustees for
- 71 action.
- 72

73 7. "Excessive" tardies is defined as more than five tardies.

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#### 75 Make-Up Work

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77 If a student is to be out of school for an extended absence of 15 days or less, it is  
78 his/her responsibility to make arrangements for assignments with the teacher.  
79 Written assignments will be gathered during the absence and provided to the  
80 student upon his/her return to school. Please be aware that up to 70% of the  
81 classroom activities consist of class participation, projects, discussion and  
82 practice that cannot be duplicated or made up. In all absentee cases, class  
83 assignments must be completed within the number of days equal to the number  
84 of days of absence to receive credit.

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#### 86 Truancy

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88 Truancy occurs when a student intentionally absents himself/herself from school either  
89 before arriving or after having arrived at school without previous knowledge and consent  
90 of parents or school officials.

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92 A written record of student's truanies shall be kept with or in the student's cumulative  
93 record folder and forwarded to receiving school.

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#### 95 Habitual Truancy

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97 Any child at the elementary school level who accrues fifteen (15) unverified absences  
98 and/or truanies may be referred to the Board of Trustees pursuant to Idaho Code 33-  
99 206 which states, in part, "a habitual truant is any public school pupil who, in the

100 judgment of the board of trustees repeatedly has violated the attendance regulations  
101 established by the board; or any child whose parents or guardians, or any of them, have  
102 failed to cause such child to be instructed as provided in section 33-202, Idaho Code,  
103 and the child shall come under the purview of the juvenile corrections act if he or she is  
104 within the age of compulsory attendance.”  
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106 Principals, as the authorized representative of the board, will submit documentation to  
107 the Board regarding the excessive absences/truancies by way of the Director. Following  
108 the action of the Board, the Prosecuting Attorney in the county of the student’s residence  
109 will be notified of the violation by the school principal.  
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#### 111 Attendance Awards

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113 At the end of each school year, Joint School District No. 2 elementary schools issue  
114 attendance certificates in recognition of those students who have maintained regular  
115 exemplary attendance throughout the school year.  
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- 117 1. Perfect Attendance – No absences (no more than two tardies)
  - 118 2. Faithful Attendance – No more than one day absence (no more than two  
119 tardies)
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148 Date of Revision:  
149 11/21/06

Legal Reference: Code of Idaho  
33-205