**Salmon River Joint School District No. 243**

**STUDENTS 3050**

Attendance/Tardy Policy

The entire 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. The regular contact of the students with one another in the classroom and their participation in instructional activities under the tutelage of a competent teacher are vital to this purpose. This is an established principle of education that underlies and gives purpose to the requirement of compulsory schooling in this and every other state in the nation. The good things that schools have to offer can only be presented to students who are in attendance. With continued emphasis regarding Excellence in Education, all parties involved in attendance can better strive for quality in the classroom. Attendance 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. School success, scholarship, and job opportunity are greatly affected by a good attendance record.

90% Attendance

It is the intent of the Board of Trustees to have students attend school on a regular basis. Regular and consistent attendance results in increased learning. It is also the intent of the Board of Trustees to have the regular classroom teacher present whenever possible. A student's presence in the classroom with the regular teacher contributes to time on task, and time on task attributes directly to learning.

All students must be in attendance in each classroom 90% of the time when that class is in session. The administration shall adjudicate absences where the total number of days is brought below 7 days through doctor's excuses and legitimate illness.

Definitions:

* Excused Absence (EXA):
	+ Absences that are approved by the District (see A-E below)
* Unexcused Absence (UA)
	+ All other absences that are not approved by the District
* Excused Tardies (EXT)
	+ Excused tardies that may be a result in A-E below as well as tardies due to meeting with a staff member. Family emergencies are not considered excused.
* Unexcused Tardies (UXT):
	+ Are Tardies that are not excused include but not limited to driver (parent, sibling, other) is late, car trouble, oversleeping, traffic, flat tires, missing the bus, lack of electricity, visits to the DMV, etc.
* Truant:
	+ Is any intentional, unauthorized or illegal absence from compulsory education.
		- Student skipping class or school without their parent or guardian knowledge.
		- A parent or guardian providing excessive excuses for their student for reasons other than what is listed in A-E and or illness, emergency, or activities which have prior approval by the school.

The ONLY absences (Excused Absence) that WILL NOT be used in calculating the attendance record are:

* 1. Those that occur due to school-sponsored activities, since these are considered an equivalent educational experience. These exemptions will apply to students participating in sports events, cheerleading, music related events, FFA trips, academic field trips, and others deemed co-curricular.
	2. Bereavement in the immediate family (grandmother, grandfather, father, mother, sister, brother). Any extended bereavement may be reviewed by the building administrator;
	3. Subpoenas to appear in court or court-ordered, out-of-district placements for special services;
	4. Dental appointments, doctor appointments, illness or hospitalization verified by a doctor’s statement.
	5. Absences that are prearranged and approved by the school. Homework must be requested in advance and submitted within three days of return if the grades are to be counted. Work not completed and submitted within three days of returning from vacation may be counted as “zero” at the discretion of the teacher.

Absences which will be counted as one of the 7 days per semester are but not limited to: suspensions, hair, photography appointments, illness that is not verified by a doctor’s statement, and any and all non-prearranged/preapproved absences

Attendance at school is more than a legal obligation; it is a privilege. Every child of compulsory school age must be in attendance unless otherwise exempted as provided in Idaho Code §§ 33-204, 205 or as determined by school authorities.

The absence of a student from class or any portion of a class for any reason other than what is listed above in (A-E) and/or a parent or guardian notifying the school of an illness, or emergency or activities which have prior approval of the administration is to be considered an unexcused absence.

When a student is absent for any reason except for a school-sponsored or an administration-approved absence, an adequate acceptable excuse must be provided within two (2) school days following return to school; otherwise, the absence is classified as unexcused Parents, guardians, doctors or other responsible persons should provide excuses for all students except married students or those of age 18 with a current signed parent consent form on file, who may speak for themselves. An advance excused absence for trips, work, hunting, etc. may be provided to students who are passing. An advance excused absence must be approved prior to the absence by the principal and must include adequate provision to make up class work. Students with poor academic standing or who have been truant in the current or preceding semester are ineligible for advance excuses. An advance excused absence requires the prior approval of each of the student's teachers and the principal.

The teacher and school shall keep accurate attendance records. The students and parent/guardian will be notified of the 90% attendance policy. The students and parent/guardian will be asked to sign and return a written acknowledgement of the attendance policy. When a student reaches their 5th absence in any subject the student and their parent/guardian will meet with an Attendance Committee. Attendance Committees will be comprised of the Principal, the Counselor, and all the teachers in which the student has missed 5 days. During this meeting the student, their parent/guardian and members of the Attendance Committee will develop an “Individual Attendance Plan” for the student. The IAP will identify the reasons for the excessive absences or tardies, develop a plan to address the reasons for the excessive absences or tardies and determine consequences if the number of absences reach eight. Consequences may include but are not limited to loss of privileges such as attending school sponsored events (ski trip, extracurricular activities, class parties, assemblies, AR parties, etc.), being eligible to be recognized for special awards, being able to leave campus at lunch, being able to drive a vehicle to school. Other consequences may include but are not limited to, Detention, In-school suspension, a reduction an earned grade/grades earned or loss of credit in classes where there are more than the allowed days absent.

Any student who is a truant for the first time will have their parents notified. The second trancy will result in a meeting consisting of the student, their parent/guardian, the school counselor, and administrator. During this meeting, a plan will be developed for the student. The plan will identify the reasons for the truancies, develop a plan to address the reasons for the truancies and determine consequences truancies continue. Consequences may include but are not limited to loss of privileges such as attending school sponsored events (ski trip, extracurricular activities, class parties, assemblies, AR parties, etc.), being eligible to be recognized for special awards, being able to leave campus at lunch, being able to drive a vehicle to school. Other consequences may include but are not limited to, Detention, In-school suspension, or Expulsion from school.

In the event that a parent or guardian provides excessive excuses for their student for reasons other than what is listed in A-E and or illness, emergency, or activities which have prior approval by the school the parent or guardian will be reported to the appropriate county prosecutor for the purpose of filing a complaint against the parent, guardian, or other person responsible for the care of the child in a court of complaint jurisdiction. Any parent or guardian of a public-school pupil who is found to have knowingly allowed such pupil to become a habitual truant shall be guilty of a misdemeanor.

A student who has been expelled for attendance violations may petition the Board for reinstatement. Such petition may be granted upon presentation of a firm and unequivocal commitment to maintain regular attendance.

In addition to the above attendance policy, students will be charged with an unexcused absence for every 3 unexcused tardy instances.

90% Attendance Appeal Process

If a student receives consequences due to excessive absences and the parent or guardian feels there is an extenuating circumstance, he or she may appeal to the Board of Trustees.

In reviewing written documentation during the appeal hearing, the Board of Trustees will consider the following: (1) attendance for the preceding semester and/or year(s), (2) grade(s) earned in the class(es) where credit was lost and other grades, (3) made-up work completed, and student's attitude toward school, and (4) extenuating circumstances. The Board decision and acceptance or rejection of extenuating circumstances is final.

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. § 33-207 Proceedings against parents or guardians

Policy History:

Adopted on: February 17, 2009

Revised on: August 21, 2017