

ATTENDANCE**Board Policy**

To receive the maximum educational opportunity requires that students be in attendance, interacting with fellow students, teachers, aides, and other school personnel, so therefore it is the policy of the Shelley Joint School District No. 60 to comply with the law to have students in attendance at school.

The Board of Trustees likewise acknowledges that there are circumstances which may cause a student to be absent from school or classes. The following general considerations may apply:

1. Illness or Accident.
2. Dental or medical appointments.
3. Death in immediate family.
4. Funeral services of a close friend or relative.
5. Public quarantine, to prevent spread of disease, by the State or local health department.
6. Legal obligations.
7. Special attendance when the student is involved in a situation or activity approved by the Board of Trustees.
8. Participation earned by personal commitment resulting in honors or rewards. (Included is participation when the right to participate has been won in local, regional, state or national competitions.)
9. School sponsored educational travel.
10. Absences will not be counted against any student who is not allowed to attend school as a result of any district policy, or any other reason not related to student disciplinary action.
11. Pre-approved family convenience absences.

Any of the above must receive approval of the building principal or designee. In those cases in which prior approval cannot be provided, the student shall provide written verification by the parent/guardian of the student's condition upon the student's return.

The student will be considered in attendance for the Average Daily Attendance (ADA) state report if said absence is for numbers 7, 8, or 9 above.

Every effort will be made to assure that students are treated fairly and equitably.

Suggested Implementation Guidelines

A. The following definitions apply:

ATTENDANCE

1. Present – Physically being in the classroom throughout the time the class is being held and as defined above for absences shown in the Board policy section number 7, 8, and 9.
 2. Absence – Not physically being present in class, or missing more than ten (10) minutes of class.
 3. Tardy – Being out of the classroom or teacher assigned location when the tardy bell rings. Tardies will not be counted as an absence and will be handled under the tardy policy no. 502.21.
 4. Pre-Approved Absence – An excused absence when approved by the principal or representative prior to school starting time on the day of the absence.
 5. Excused Absence – Those listed in the Board Policy section above with full make up provisions. The principal or representative may approve other absences as excused.
 6. Unexcused Absences – Not being physically in attendance, or leaving the school or classroom without following established check out procedures, or family convenience absences not pre-approved. Make up work is allowed but grades not counted.
 7. Truancy – An absence from school or class without proper authorization as judged by the principal or designee. Truancy will be treated as an unexcused absence and dealt with in accordance with policy number 502.13.
 8. In School Suspension (ISS) – The principal or designee has placed a student in detention for disciplinary reasons.
 9. Out of School Suspension (OSS) – The principal or designee has sent a student off campus for disciplinary reasons.
- B. Compulsory Attendance –
1. Every child of compulsory school age (Idaho Code 33-202) must be in attendance unless otherwise exempted as provided in Idaho Code 33-204.
 - a) Marriage removes a minor from parental control and exempts him/her from compulsory attendance.
 2. Each school shall keep accurate attendance records. All absences will be recorded as either excused or unexcused. Tardies may also be recorded.
 3. A summary of the Shelley District School Attendance Procedures will be made available to parents and students at the commencement of each school year.
 4. The responsibility for attendance lies with the parent/guardian and the student. Students are expected to show responsible behavior in maintaining a good attendance record.
 - a) Students may be excused from school to attend classes for religious education. No record of attendance, no grade and no credit will be given. The school record will only show that for the given periods the student was released at the written request of the parent/guardian.

ATTENDANCE

5. An appropriate, positive incentive program to encourage and reward good attendance will be promoted by each school in the district.

C. Absence from School or Class

1. All parents/guardians have the responsibility to clear an absence by contacting the school office prior to, or the day of, a student's absence.
 - a) Some situations may preclude such prior contact. In such cases the principal or representative may grant an excused absent status.
 - b) The school will attempt to contact parents/guardians of absent students who have not cleared with the school office in an effort to help insure student safety.
 - c) Failure to clear an absence will result in it being considered a truancy.

D. Make Up Assignments

1. Make up work (homework) shall be expected on assignments made during a student's absence regardless of whether the absence is excused or unexcused.
 - a) Make up work for excused absences shall be counted toward grades and credit.
 - b) Make up work for unexcused absences shall be recorded, as completed or not completed, but will not be counted toward grades and credit.
 - c) Make up work for OSS will be provided to the student not later than the following day at noon. The expectation is that the work will be completed at the time the student returns to school. If the student fails to have the work completed by then, they may lose credit on those assignments.
2. For make up work assignments, students will be allowed the number of days absent plus one day, to complete such assignments.
 - a) For example, if a student misses one day of school (Friday), their homework would be due in class on the third day (Wednesday) giving them two days of make-up for the one missed. If a student misses three days of school (M-T-W), their homework would be due in class on the fifth day (Wednesday) giving them four days of make-up (Th, F, M, T) for the three missed.
 - b) Exceptions may be approved by the teacher and principal if the time of absences precludes proper completion time.
 - c) Alternative assignments will be made available and communicated to students in areas where assignments cannot be readily made up, such as Physical Education or lab classes, etc.
3. Each building principal will notify the parents or legal guardians when a student's absences in any class are excessive.
 - a) The classroom teacher and/or attendance secretary will periodically review absences and provide notice to the building principal when the

ATTENDANCE

number of absences is becoming excessive or is significantly impairing the students comprehension of the course content in each grading period.

- b) Parents or guardians have the responsibility to contact the school when it is obvious their student is approaching excessive absences.

E. Attendance and Course Credit

1. Except in extenuating cases, credit will not be given to any student (grades 9-12) in a subject when the student was not in attendance at least 90% of the time that subject was being taught during any semester.
 - a) Absence from class shall be counted when the percentage of attendance and consequent eligibility for credit is calculated consistent with number 7, 8, and 9 of the Board Policy section above and In School Suspension and Out of School Suspension as also defined above.
 - b) Extenuating cases may be determined through an appeal process with the appeal initiated by the student to the principal. Appeals will be handled through the building policy and procedures.
 - c) Any relief granted will be subject to satisfactory completion of all work including make up work, as determined by the principal. The completion of make up work will not necessarily assure credit.
2. For students in grades K-8, a student may be denied promotion if the student was not in attendance at least 90% of the time the class and/or subject was being taught.
 - a) All absences excused or unexcused will be counted in determining the percentage of attendance consistent with number 7, 8 and 9 in the Board Policy section and ISS and OSS as defined above.
 - b) Extenuating cases shall be reviewed by the building principal and classroom teacher to determine achievement level for purposes of promotion.

F. Appeals

1. Denial of credit or promotion may be appealed to the Superintendent within ten (10) calendar days of the school's action by the student and/or the parent/guardian.
 - a) The Superintendent will review the files, visit with those appealing the action of the school and within ten (10) calendar days make a determination.
2. The decision of the Superintendent may be appealed within ten (10) calendar days to the Board of Trustees. The Board's decision is final.

Revised: March 16, 1995 July 17, 2003
 August 24, 2000
 February 19, 2003