

## **Teton School District No. 401**

### **STUDENTS 3050 Attendance Policy**

Regular school attendance is essential to the student's positive learning experience. The primary responsibility for attendance rests upon the student with the help of the parent/guardian. Whenever the student is absent from the classroom for reasons other than school-related activities, it is the parent/guardian's responsibility to verify the absence to the school's satisfaction. Parents must provide the necessary documentation within three (3) school days to be marked as an excused absence. The absence will be considered finalized after three (3) school days.

#### 90% Attendance

Student attendance is essential to academic success. Students are expected to attend at least ninety-two percent (90%) of the time each class is in session. If a student does not attend at least ninety-two percent (90%) of the time a class is in session, the student is at risk of truancy, suspension, expulsion, and being referred to the district attorney. Ninety percent is less than 5 absences per trimester or less than 15 in a school year.

#### Consequences for non-attendance

Students who don't attend regularly may not perform at their full potential. Being in class and receiving instruction are fundamental to their success. Students who fall below 90% attendance may not meet class requirements to pass the class for credit in high school. At lower grade levels, these students may not develop the required skills needed to be successful in the next grade or level. A student with *excused* absences is allowed to make up all major assignments and tests. The student will have set deadlines for make-up work. Students who are truant or have unexcused absences may be unable to make up missed activities covered in the missed period, e.g., assignments, participation, work time, tests, etc. There may be other incentives at the school level.

#### District Excused Absence

The ONLY absences that are considered Excused Absences are the following:

- A. Those that occur due to school-sponsored activities. These exemptions will apply to students participating in sports events, cheerleading, music-related events, FFA trips, academic field trips, and others deemed co-curricular;
- B. Bereavement in the immediate family (grandmother, grandfather, father, mother, sister, brother). The School Administration may review any extended bereavement;
- C. Subpoenas to appear in court or court-ordered, out-of-district placements for special services;
- D. Illness or hospitalization verified by a doctor's statement;
- E. State, regional, and national competitions (see grade eligibility requirement), for example: (Nordic and downhill skiers);
- F. Students absent for medical, dental, or counseling accompanied with notes from the medical professional or counselor;
- G. Authorized absences from the school with prior approval from school administration.

\*\*\*All other absences not listed above will count against the 90% limit.

### Parent Excused Absences:

The parents are responsible for contacting the school by phone on the day of the absence and/or providing a written excuse when the student returns. If documentation is needed to verify the excused absence, it must be turned in to the school within three (3) business days. If the documentation is not submitted within three (3) business days, the absence will remain as coded.

### Unexcused Absences:

An unexcused absence occurs when the parent did not present just cause or arrange the absence with the school as prescribed. Make-up work is allowed for unexcused absences only at the teacher's or building principal's discretion on major assignments only. A parent-excused absence that doesn't fit the above-excused absences is still unexcused and counts towards the 90% rule but not necessarily truant. If, in the opinion of the building administrator, unexcused absences are excessive or flagrant, a student may be charged with being truant.

### Truancy:

Truancy is defined as a student who is absent from school without proper authorization. An unauthorized absence is deemed a truancy by a building administrator. A student who is deemed truant will not be allowed make-up privileges. The building administrator will take the following steps for students who are judged to be truant:

1. First Offense—The school will notify the student and his/her parent. A consequence may be assigned.
2. Second Offense—The student and his/her parent will be notified, a conference will be held, and a consequence will be assigned.
3. Third Offense - The student and his/her parent will be notified. A conference will be held with the student, parent, counselor, and principal. Students will be assigned a consequence.
4. Fourth and Following Offenses - The student and his/her parent will be required to meet with the District Administration. After the meeting, there may be a recommendation for any of the following: probation, transfer, alternative school, exclusion for the remainder of the grading period, or expulsion.

### Chronic Absenteeism:

A student is considered chronically absent if absent 10% or more school days during the school year. This includes excused and unexcused absences. Under the Office for Civil Rights, student absence is defined as, “not physically on school grounds and not participating in instruction or instruction-related activities at an approved off-grounds location for at least half the school day”. A student who misses more than 4 in a trimester or 12 in a year is considered chronically absent.

According to Idaho and county laws and procedures, a referral to law enforcement and the judicial system may occur at any time.

### 90% Attendance Appeal Process

Those students who fail to meet the ninety percent (90%) attendance rule, and who are denied promotion or course credit, may appeal for reconsideration to the administration of the building they attend. An adverse opinion from the administration may be appealed to the Superintendent within ten calendar days of the administration's decision. An adverse opinion from the Superintendent may be appealed to the Board of Trustees within 10 days of the Superintendent's decision. The decision of the Board of Trustees is final and binding.

#### Policy History:

Adopted on: July 12, 2010

Revised on: June 11, 2018

Revised on: December 16, 2024