

1 Joint School District No. 2, Meridian
2 Meridian Technical Charter High School, Inc. has adopted West Ada's (Joint School District No. 2) policy.
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 Joint
13 School District No. 2 establishes the following policy for elementary schools:

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

22 Schools shall establish clear procedures to implement this policy, including, but not
23 limited to:

- 24
- 25 • Regular and accurate recording of attendance
 - 26 • Parental access to current attendance records
 - 27 • Clear communication of school hours
 - 28 • Advance notice of attendance requirements
 - 29 • Parent contact in the event of excessive absences
 - 30 • Provide written notification to parents when the unverified absences change to
31 truancy or when a habitual truancy notice will be sent to the Board of Trustees for
32 action.

33 All students are expected to be in class on time every school day. Joint School District
34 No. 2 defines elementary school attendance as missing not more than four (4) days per
35 trimester. Elementary school students who do not meet the attendance standard may
36 be assigned other consequences. School staff enforces daily attendance and initiate
37 measures to correct attendance problems, which may include, but are not limited to any
38 of the following:

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- 40 • Conference with student
 - 41 • Phone or letter contact with parent or guardian
 - 42 • Makeup requirements
 - 43 • Counseling contract
 - 44 • Attendance contract
 - 45 • Referral to other governmental agencies
 - 46 • Court referrals

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

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54 The elementary school instructional day consists of 5 hours 20 minutes and students are
55 expected to attend the full day.

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57 Tardies

58 *Kindergarten* – Students arriving to class after the tardy bell, or leaving for a
59 period of time during the day, but in attendance for more than 2.5 hours will be
60 marked tardy.

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62 *Grades 1- 5* – Students arriving to class after the tardy bell, or leaving for a
63 period of time during the day, but in attendance for more than 4.0 hours will be
64 marked tardy.

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66 Absences

67 Student absences will be marked under two general categories, absent for a half
68 day or absent for a full day. The calculation of average daily attendance (ADA) as
69 defined by Idaho Statute (I.C. 33-101 and IDAPA 08.02.01) is as follows:

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71 Full Day

72 *Kindergarten* – A full session consists of 2. 5 hours of instruction per day.

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74 *Grades 1- 5* – A full day consists of at least 4 hours of instruction per day.

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76 Half Day

77 *Kindergarten* - There are no shortened days for Kindergarten. A period of
78 instruction of less than 2.5 hours should be recorded as an absence.

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80 *Grades 1- 5*– A half-day consists of at least 2.5 hours, but less than 4 hours per
81 day.

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83 ELEMENTARY ATTENDANCE CODES

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- 85 • Activity (ACT): An absence for a school sponsored program or activity
- 86 • Bereavement (BR): Up to five (5) days for a member of the immediate family, i.e.
87 father, mother, brother, sister, grandparents.
- 88 • Extraordinary (EXT): Administrative discretion, i.e. unforeseen emergencies,
89 court dates, education travel, etc (does not count against attendance standard
90 but will count against perfect attendance).
- 91 • Illness (ILL): Student is absent as verified by parent/guardian phone call (counts
92 against attendance standard).
- 93 • Illness Waiver (WAI): Confirmed with documentation from medical personnel
94 (does not count against attendance standard but will count against perfect
95 attendance).
- 96 • Parent call (PRC): Student is absent as verified by parent/guardian phone call
97 (counts against attendance standard).
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- 102 • Truant (TR): Student is absent without permission of parent/guardian or school
103 officials (counts against attendance standard). Persistent/habitual truancy may
104 result in suspension/expulsion from school.
- 105 • Unverified (A): No information regarding absence – an unverified absence will
106 convert to truancy unless verbal communication is received from a
107 parent/guardian within 48 hours (counts against attendance standard).
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- 109 • Verified (VER): Phone call initiated by the school to confirm the absence (counts
110 against attendance standard).
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112 EXTRAORDINARY ABSENCES

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114 Extraordinary absences require prior notification from a parent or guardian, except in the
115 cases of illness, accident, or bereavement. The student will be expected to complete
116 assigned work within a time period agreeable to the teacher(s) of the missed class(es).
117 The following criteria are used to determine extraordinary absences:

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- 119 1. National or International Activities: Events organized for the purpose of
120 continuing competition or as an extension of an approved school
121 program/contest, or special activities such as Olympic qualifying meets.
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- 123 2. Court Appearance: Verified by official documentation
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- 125 3. Professional Appointments: Confirmed with documentation from professional
126 personnel such counselors, attorneys, etc.
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- 128 4. Extended Family Educational Trip: In the instance that an extended family
129 educational trip occurs while school is in session, the parent/guardian and
130 student requesting this exception must meet the following:
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 - 132 a) Submit a letter of request to the principal at least two (2) weeks prior to
133 the trip;
 - 134 b) Have passing grades in all classes;
 - 135 c) Not exceed four (4) absences in the current trimester prior to this request;
 - 136 d) Not have any truanancies or school suspensions;
 - 137 e) Request work from teachers and agree to turn in all pre-arranged work
138 on or before the first day back to class;
 - 139 f) Call the attendance office prior to the dates of absence;
 - 140 g) Submit a one-page project paper for each class with information that
141 substantiates the educational purpose of the trip as it relates to each
142 specific class missed. The papers are due to the assistant principal upon
143 return to school.
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- 145 5. Religious Observances: Verified by parent/guardian, church official, or
146 document.
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148 EXCESSIVE ABSENCES

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150 Students who accrue fifteen (15) consecutive absences will be dropped from school.
151 When the student returns to school, the student may be re-enrolled in school. Students
152 served by homebound tutors or absent due to illness documented by licensed medical
153 personnel will not be included in this procedure.

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EXCESSIVE TARDIES

“Excessive” tardies is defined as more than five tardies.

MAKE UP WORK

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

TRUANCY

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

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

HABITUAL TRUANCY

Any child at the elementary school level who accrues fifteen (15) absences and/or truanies may be referred to the prosecuting attorney pursuant to Idaho Code 33-206 which states, in part, “a habitual truant is any public school pupil who, in the judgment of the board of trustees repeatedly has violated the attendance regulations established by the board; or any child whose parents or guardians, or any of them, have failed or refused to cause such child to be instructed as provided in section 33-202, Idaho Code, and the child shall come under the purview of the juvenile corrections act if he or she is within the age of compulsory attendance.”

Principals/assistant principals, as the authorized representative of the board of trustees, will submit documentation of the excessive absences/truanies to the prosecuting attorney in the county of the student’s residence.

ATTENDANCE AWARDS

At the end of each school year, Joint School District No. 2 elementary schools issue attendance certificates in recognition of those students who have maintained regular exemplary attendance throughout the school year.

1. Perfect Attendance – No absences (no more than two tardies)
2. Faithful Attendance – No more than one day absence (no more than two tardies)

205 Date of Revision:
206 6/16/09; 03/19/13

Legal Reference: Code of Idaho
33-205