

Procedure 3050P-Procedure(1): Attendance Procedure

Status: ADOPTED

Original Adopted Date: 05/11/2020 | **Last Reviewed Date:** 05/11/2020

1. TARDIES

1.1 Classroom tardies should be handled by the teacher. Excessive tardies may be referred to the building administrator's office.

2. VERIFYING STUDENT ABSENCES

2.1 A telephone call or a note from a parent/guardian to the school attendance secretary is required when a student is absent or late for any reason.

2.2 Before the end of the school day each school shall attempt to contact every parent/guardian whose child is absent from school but who has not reported the child as absent for the school day to determine whether the parent/guardian is aware of the child's absence from school.

3. UNVERIFIED ABSENCES

3.1 Due diligence shall be enlisted to verify and locate any student with unverified absences.

3.2 After seventy-two (72) hours of a student's unverified absence, he/she will be marked truant and a Truancy Referral Completed and submitted. (see forms 3050F1 and 3050F2)

3.3 After a student identified as part of a special population has accumulated four (4) consecutive unverified absences and again after ten (10) consecutive unverified absences, the attendance secretary should notify the special population's coordinator/director, building administration, and counselor regarding the student's absences.

3.4 After a general population student has accumulated four (4) consecutive unverified absences and again after ten (10) consecutive unverified absences, the attendance secretary should notify the building administration and counselor.

4. NOTIFICATION TO PARENTS/GUARDIANS REGARDING STUDENT ABSENCES

4.1 After five (5) absences from school/class, a letter will be sent to the student's home indicating the number of days missed and a copy of the District Attendance policy.

4.2 After seven (7) absences, another letter will be sent, indicating the severity of the situation and explaining in detail the consequences for non-compliance.

4.3 The elementary schools will issue a citation via the SRO if absences exceed ten (10).

4.4 After the tenth(10th) absence, high school students may have credit withheld.

4.4a That student with parental accompaniment must appear before the school-based team.

4.4b Unless extenuating circumstances are brought forward, the school-based team will review the absence report to determine if the student will have credit withheld or un-enrollment will take place.

4.5 After the eleventh (11th) absence, the school-based team will determine to either temporarily un-enroll or permanently un-enroll the student based on information obtained during the review after the tenth (10th) absence.

5. EXCUSED STUDENT ABSENCES

5.1 For an absence to be excused, an adequate acceptable written or oral excuse must be provided by the student's parent/guardian within forty-eight (48) hours of the last day of the absence, except for school approved activity absences

5.2 Students who are married or of legal age with a current signed parent consent form on file, who may speak for themselves shall not require excuses from parents or guardians for their absences.

5.3 The following are valid excuses for absence and tardiness. Missed work assignments and activities may be made up in the manner provided by the teacher.

5.3.1 **School-sponsored Activities** including but not limited to sports events, cheer leading, music related events, FFA trips, academic field trips, and others deemed co-curricular, since these are considered an equivalent educational experience.

5.3.2 **Advanced Excused Absence:** for trips, work, hunting, etc. may be provided to students who are passing and must be approved prior to the absence by the principal, teachers, 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.

5.3.3 Disciplinary Actions or Short-term Suspension: Students who are removed from class or classes as a disciplinary measure, or students who have been placed on short-term suspension, shall have the right to make up assignments or exams missed during the time they were denied entry to the classroom.

5.3.4 Illness, Health Condition, or Family emergency: When possible the parent/guardian is expected to notify the school office on the morning of the absence and send a signed note of explanation with the student upon his/her return to school. A student shall be allowed one makeup day for each day of absence.

After the sixth (6th) absence due to illness of an elementary student, the legal parent/guardian shall provide a doctor's note.

5.3.5 Extended Illness or Health Condition: If a student is confined to home or hospital for an extended period the school shall arrange for the accomplishment of assignments at the place of confinement whenever practicable. If the student is unable to do his/her schoolwork, or there are major requirements of a course that cannot be accomplished outside of class, the student may be required to take an incomplete or withdraw from the class without penalty.

5.3.6 Chronic Health Condition: students may qualify for placement in a limited attendance and participation program. The student and his/her parent/guardian may apply to the principal or counselor and a limited program shall be written following the advice and recommendations of the student's medical advisor. Such request may be justification for home instruction.

5.3.7 Illness or hospitalization verified by a doctor's statement.

5.3.8 Bereavement in the immediate family (grandmother, grandfather, father, mother, sister, brother) Any extended bereavement may be reviewed by the Board of Trustees.

5.3.9 Subpoenas to appear in court or court-ordered out-of-District placements for special services.

6. UNEXCUSED ABSENCE

6.1 The absence of a student from class or any portion of a class for any reason other than illness, emergency, or activities which have prior approval of the administration is to be considered an unexcused absence and therefore, an act of truancy.

6.1.1 Each unexcused absence shall be followed by a warning letter to the parent/guardian of the student. A student's grade shall not be affected if no graded activity is missed during such an absence.

6.1.2 When students miss more than 10% of the school days they will be penalized two percentage (2%) on their quarter grade for each absence beyond that amount if valid documentation excusing the absence is not provided in a timely manner.

6.1.3 Each student has two (2) days after the absence to provide supporting documentation that the absence was due to medical, legal, bereavement, school activities or other acceptable reasons as approved by the building administrator.

6.2 After the tenth (10th) absence a note from parents is not enough. Written notification from a medical person, legal staff, or other pertinent persons of authority verifying the student's reason for missing school must be obtained by parent/guardian or student.

6.2.1 Upon return, an excused absence will be provided if this documentation is in hand, and no penalty will be incurred. If the student does not have that documentation, an unexcused admit will be issued, and the student will have two days to obtain the necessary paperwork.

6.2.2 Upon receipt of the proper documentation, the attendance office will consider the absence excused.

6.3.3 Failure to provide documentation within two days will result in a permanent unexcused absence, and two percentage points will be deducted on the quarter grade for each day of the unexcused absence.

7. TRUANCY

7.1 Any student who is truant for the first time will have their parent/guardian contacted and shall be required to serve one (1) Saturday detention

7.2 A second truancy will result in a student-parent/guardian-principal conference and the student may be placed on suspension.

7.3 Four (4) truanies will result in a recommendation to the Board of Trustees for expulsion from school and the prosecuting attorney will be notified for purposes of filing a complaint against the parent/guardian or other person responsible for the care of the child in a court of competent jurisdiction.

7.3.1 Any parent/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.

7.4 A student who has been expelled for attendance violations may petition the Board of Trustees for reinstatement.

7.4.1 Such petition may be granted upon presentation of a firm and unequivocal commitment to maintain regular attendance.

7.5 When a student evidences repeated trancies, a conference shall be held among the parent/guardian, student and principal.

7.6 Consideration shall include adjusting the student's program or transferring the student to another school or engaging in family counseling.

7.7 If the above action fails to correct the truancy problem, the student shall be declared an habitual truant.

8. TEMPORARY UN-ENROLLMENT

8.1 The following steps will be completed when a student has excessive unexcused absences:

8.2 Prior to un-enrolling a student, every attempt shall be made to contact parents including:

8.2.1 Attendance secretary, counseling secretary, or registrar calls (includes Spanish speakers).

8.2.1.A Calls shall include prior emergency contacts and family members.

8.2.1.B Following up with siblings at other district schools.

8.2.1.C Following up on leads from friends or family members.

8.2.2 If under 16, a home visit will be made by either the SRO or administrator and SRO.

8.3 Parent meetings are conducted to get the child enrolled in school. Resources are provided. Counselors and Building Administration are included in the meeting.

8.3.1 If child is no longer going to attend Caldwell School District, they will be withdrawn and records transferred to the current school.

8.3.2 If the child is not in attendance at any school, a letter is sent to the Idaho Department of Transportation that the child is not in compliance with Idaho Code for issuing a driver's license.

8.3.3 If the child is on an IEP and is not in attendance, Special Education personnel (case manager & DEC) are notified,

8.4 If the child receiving Migrant or ELL services is not in attendance, we can enlist the assistance of personnel to help contact families.

8.5 If the child is withdrawn from attendance, comments may be made in Skyward.

8.6 Documentation of attempts to contact parents are made in a shared Google Sheet.

8.7 Bi-weekly meetings with Vice Principal and Attendance Clerk

8.8 Prior to un-enrolling, the following records will be printed out of Skyward and placed in the student's cumulative file:

- Student/parent demographic information
- Teacher(s) name(s)
- Class List
- Grades
- Attendance

9. FOLLOW-UP ON TEMPORARY UN-ENROLLMENT

9.1 The School attendance secretary

9.1.1 Will communicate the absence and pertinent information to the building administration and counselor, along with the Special Population Coordinator/Director when the student is identified as part of a special population.

9.1.2 The Special Population Coordinator/Director will assist in locating the student if there is a delay in the expected return date.

10. RE-ENROLLMENT

10.1 Should a student return from an extended consecutive absence, the following process will be followed:

10.1.1 Enroll/reactivate based on Skyward documentation

10.1.2 Parents will be asked to verify the current information on record

10.1.2.a If there is a change in demographic information, parents will be asked to update this information.

10.1.2.b Parents will not be asked to fill out the entire registration packet.

11. ATTENDANCE APPEAL PROCESS

11.1 The Attendance Board will consider the following:

11.1.1 Attendance for the preceding semester and/or year

11.1.2 Grade(s) earned in the classes where credit was lost and other grades.

11.1.3 Make-up work completed and the student's attitude toward school; and

11.1.4 Extenuating circumstances. The Board decision and acceptance or rejection of extenuating circumstances shall be final.

11.2 The Attendance Board can, after hearing a student's/parent/guardian appeal for retention of credit, deny credit or put certain stipulations on a student whose credit will be dependent upon an agreement reached with the student and parent/guardian concerning attendance for the rest of the semester.

11.3 Any decision to withhold credit can be appealed to the Superintendent and/or to the Board of Trustees.

11.4 Upon request the Superintendent/Designee will review the appeal for retention of credit and the absence reports to determine if the student will have credit suspended.

11.5 If the appeal is granted, the student will be required to uphold the Attendance Board's stipulations upon returning to class. If the stipulations are violated, an LCA will result. And the student will be required to attend an extended learning recovery option.

11.6 If the appeal is not granted, the student will remain in that particular class period for the remainder of the semester or placed in study hall.

11.7 If disciplinary problems occur in that class or study hall, the student will be suspended from school.

11.8 If warranted, the Attendance Board may also decide whether the student is eligible to participate in extracurricular activities and/or co-curricular activities.

3050E Verification Attendance Protocol

Cross References

CHS Attendance Protocol 2019-2020

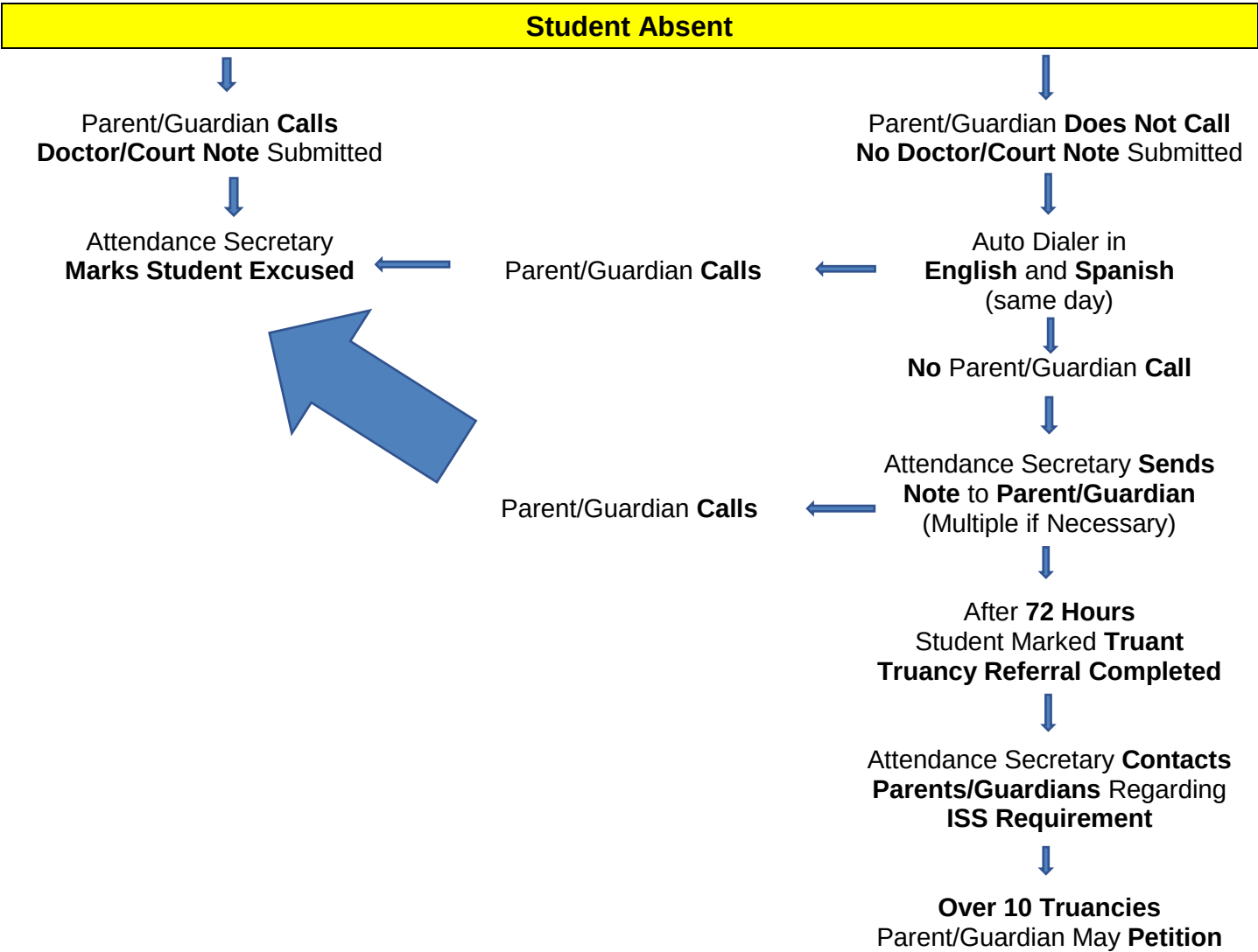
Supporting Documents



[3050E Verification Attendance Protocol](#)

Book	Policy Manual
Section	3000 Series – Students
Title	Attendance Procedure Exhibit
Code	3050E
Status	
Adopted	

VERIFICATION PROTOCOL FOR STUDENT ABSENCES



NOTICE ISSUED REGARDING EXCESSIVE ABSENCES

Excessive Absences



Notice Sent to Parent/Guardian for 5, 7, and 10 Absences



Attendance Secretary **Calls** Parent/Guardian **Regarding Student's Excessive Absences**



Attendance Secretary **Contacts Principal, Vice Principal, or Counselor** Regarding
Student's Excessive Absences



Over 10 Absences - Loss of Credit due to Attendance (LCA)
Parent/Guardian **May Petition**