

AP 1002.0 – ATTENDANCE

Elementary (K-6) Attendance Procedures:

Absences should be reviewed on the following schedule:

1. Five absences in a trimester (excluding LCA Exempt absences) trigger a review by the child's homeroom teacher. This review may include a conference with the child and parent/guardian. The teacher may wish to invite a school nurse, counselor, or principal if needed.
2. Eight (8) cumulative absences (excluding LCA Exempt absences) trigger a review by the principal. This review may include, if needed, a conference with the child, parent, teacher, nurse, counselor, and the truant officer. Administrators may request, if needed, medical verification of illness.
3. Additional reviews will be scheduled in four-day increments (12, 16, 20, etc.) by the building principal and may include central office administration, health and welfare, or the prosecuting attorney to investigate possible child neglect or habitual truancy.
4. In the event that an attendance problem is not otherwise resolved utilizing the above steps, the students may be referred for expulsion as a habitual truant under the provisions of Section 33-205 of the Idaho Code.

Elementary Tardiness

Tardies

Tardies caused by a late bus, inclement weather, or are medically excused shall not be counted on the student's record. The principal may also excuse a student tardy because of inclement weather or other extenuating circumstances.

Kindergarten – Students arriving to class after the bell but in attendance will be marked tardy.

Grades 1-6—Students arriving to class after the bell but in attendance before either morning (prior to lunch) or afternoon school sessions (after lunch) will be marked tardy.

Coding:

This year there will be two tardy codes to choose from when recording tardies for students. The codes are:

- **T** – Tardy: Arriving less than 10 minutes late to school either morning or after lunch
- **T10** – Tardy 10 minutes or more: Arrive late to school 10 minutes or more

Review Process

By the fifth tardy the teacher will contact the parent regarding the child's tardies. The parent contact will be documented by the teacher.

At eight tardies, the teacher will notify the building administrator in writing of the tardy concern regarding a specific child. The principal will make a parent contact to discuss the tardy concern and document the contact. Parent contacts will be recorded in PowerSchool.

At twelve and sixteen tardies, the building administrator or designee shall notify the parents/guardian of the concern in writing using the approved tardy letter provided by the district.

At twenty tardies, the building administrator or designee may complete a truancy referral and notify the parent/guardian of the referral in writing.

Secondary (7-12) Attendance Procedures:

1. Medical Absence Verification Procedures:

- a. Acute Illness/Medical Appointments: Direct verification from the service provider to the school via U.S. Mail, e-mail, fax, or sealed envelope is required. A verification form will be available for students to pick up at the attendance office for service provider use.
- b. Chronic Illness: Direct verification from the service provider to school stating the necessary length of the absence or anticipated absence frequency. A verification letter must be provided at the onset of the illness or annually as appropriate. A release of information may be requested where the service provider letter lacks clarity or the frequency and/or nature of absences is inconsistent with the service provider documentation.
- c. Injury/Surgical Procedures: Medical verification for absences due to injury/surgical procedures shall follow the procedures specified for illness, depending on the nature of the injury.

2. **Loss of Credit Appeal:** Each secondary school shall establish an LCA Appeal Committee consisting of three (3) to five (5) counselors and administrators. A parent/guardian/student may appeal assignment of an LCA grade to the school LCA Appeal Committee. All appeals must be submitted in writing to the attendance office not later than the 15th day of the next term. The LCA Appeal Committee is authorized to take the following actions:
 - a. Deny the appeal
 - b. Grant credit
 - c. Grant credit contingent on completion of attendance make-up
 - d. Grant credit contingent on successful completion of an attendance contract
 - i. Attendance contracts shall be limited to one in grades 7-9 and one in grades 10-12.

Appeal decisions shall be communicated by letter with a copy placed in the student's cumulative file.

3. **Attendance Make-up Sessions (AMS):** Session will be provided for students that want to avoid loss of credit but incur more than five (5) total LCA absences but not more than ten (10) in a trimester class, or more than two (2) but not more than three (3) days during a session at Emerson High School. Only excused (VER) absences and absences due to illness (ILL) may be made up through AMS participation.
4. **Make Up Opportunities:** Classroom interruptions, re-teaching lessons, and preparing makeup materials for absent students uses valuable teaching time and deprives all students of learning opportunities. The following general guidelines have been established to help students complete their makeup work in a timely manner.

Secondary Tardiness: Punctuality is an important life skill for all students to master during their high school career. Every time a student arrives late for class it may cause a disruption in student learning and teacher instruction. Therefore, rules regarding tardiness will be established at the building level. Those guidelines will include communication with the student and parent as well as discipline if necessary.

The following definitions in student records will be used to track students' attendance and tardiness:

- a. **Tardy** – Students not in their assigned area or seat when the class bell rings, but less than 10 minutes after the bell for class rings.
- b. **T-10** – Students arrive more than 10 minutes late for class. Only the Attendance Clerk has the authority to give a T-10 in Power School; teachers will need to communicate with the attendance clerk if they want to designate a student as T-10. The building Attendance Clerk will keep administrators informed if individual students are frequently checking in more than ten minutes late for a class.
- c. **Absent** – If a student arrives more than 20 minutes late for a class, they will be marked absent.

Procedure History: Adopted: 8/12/2008

Revised: 8/28/2012
9/09/2011