

The board of trustees of this district recognizes that, because time on task is very important to the education of students, it is necessary to establish and enforce attendance requirements. Students are required to be in attendance at school at least ninety percent (90%) of the time that school is in session during each school term. In enforcing the attendance requirements, the board may deny a promotion to the next grade or deny credit to any student who is not in school at least ninety percent (90%) of the days that school is in session. If a student is determined to be a habitual truant, the board may expel or disenroll the student. The building principal is designated as an authorized representative of the school board when working through the process of this policy.

CALCULATING ATTENDANCE

Absence from class for reasons other than school approved activities, court documented appearances, medical or legal appointments with documentation, or the funeral of a family member, will be counted when the percentage of attendance and consequent eligibility for promotion or credit is being considered. Except in extraordinary circumstances, students are expected to be present at school and in their assigned grade or subject.

The school will provide written or verbal notice of absences to the student's parent/guardian three times a year and more frequently if the student's attendance drops below ninety-five percent (95%) and/or the student is at risk of losing credit or promotion, or of being expelled due to habitual truancy.

DENIAL OF PROMOTION OR CREDIT

Students not meeting the ninety percent (90%) attendance requirements will not receive credit or be promoted even though they may have passing grades. The parent/guardian who has valid reasons to believe that all or part of the absences are the result of extraordinary circumstances may file a written request for review by the building attendance committee. Such request must be made within five (5) days of receiving notice of the denial. The building attendance committee will review the records and the circumstances and determine whether or not the student will receive credit or be promoted. The attendance committee will consist of the building principal, school counselor, and three (3) teachers designated by the principal.

The decision of the attendance committee may be appealed to the superintendent. This appeal must be submitted to the superintendent within ten (10) days after the attendance committee submits its decision. The superintendent will render a decision on the appeal within ten (10) days after receiving the appeal.

The decision of the superintendent may be appealed to the board for a final decision. The appeal must be filed with the superintendent's office within ten (10) days after the superintendent notifies the parent/guardian of his or her decision. The board will address the appeal in executive session. The parent/guardian will have an opportunity to appear before the board for an informal hearing. The parent/guardian will be given an opportunity to present written or oral information as to why the student should not be denied credit or promotion. The parent/guardian does not have the right to be represented by an attorney, present evidence, or cross-examine witnesses. Upon reviewing the decision of the attendance committee and superintendent, and the basis for the appeal by the parent/guardian, the board will uphold or overturn the superintendent's decision, issuing a written decision within ten (10) days. The board's decision will be final.

The student will be allowed to continue to attend classes pending the board's determination in this matter.

HABITUAL TRUANT DEFINED

A habitual truant means any student who, in the judgment of the board, repeatedly has violated this attendance policy, or any child whose parent or guardian has failed to cause the pupil to be instructed as provided by Idaho Code 33-302.

If the student does not meet the ninety percent (90%) attendance requirements of this policy and one-half (1/2) or more of all such absences are unexcused, he or she is a habitual truant. Students are truant if their absence from school is unexcused. Unexcused absences are those absences from school without the knowledge and approval of a student's parent/guardian, and/or school approved activity absences. In order for an absence to be excused, oral or written communication for the student's parent/guardian must be received within forty-eight (48) hours of the last day of the absence, except for school approved activity absences.

EXPULSION OR DISENROLLMENT FOR HABITUAL TRUANCY

Pursuant to Idaho Code Section 33-205, the board may expel a student because he or she is a habitual truant, as defined in this policy. The procedure for expulsion is set forth in Policy 544 (Student Expulsion/Denial of Enrollment). The student will be allowed to continue to attend classes pending the board's determination in this matter.

The board may expel or disenroll a student who is determined to be a habitual truant, pursuant to the following process:

1. The building administrator will submit a written notice of recommendation for a finding of habitual truancy to the superintendent or his/her designee.
The student will be allowed to continue to attend classes pending the board's determination.

2. A copy of the notice of recommendation, and notice of the opportunity for an informal hearing before the board, will be provided to the student's parent/guardian.
3. The parent/guardian will have an opportunity to appear before the board for an informal hearing. The parent/guardian will be given an opportunity to present written or oral information as to why the student would not be disenrolled for habitual truancy. The parent/guardian does not have the right to be represented by an attorney, present evidence, or cross-examine witnesses.
4. The board will determine whether the student is a habitual truant and should be disenrolled or expelled and issue a written decision within ten (10) days. The board's decision is final. If the board determines that the student will be disenrolled or expelled, the notice will specify that the student will be disenrolled or expelled from school effective the date of the board's determination.
5. After a student has been disenrolled, the parent/guardian may re-enroll the student at any time and forms for re-enrolling the student will accompany the notice sent to the parent/guardian.

NOTICE TO THE PROSECUTING ATTORNEY

A habitually truant student who is between the ages of seven (7) and sixteen (16) years of age comes under the purview of the Juvenile Corrections Act.

If the board determines that a student is a habitual truant, whether or not the student is expelled or disenrolled, the board, or its designee, will notify the prosecuting attorney, in writing, in the student's county of residence, pursuant to Idaho Code Section 33-207.

Procedures for notification to the prosecuting attorney's office are outlined in "Reporting Habitual Truancies to the Prosecuting Attorney's Office."

LEGAL REFERENCE:

Idaho Code Sections

33-202

33-206

33-207

33-506(1)

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WENDELL SCHOOL DISTRICT #232

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Engaging students in learning that ensures academic achievement and moral character

Procedures and Notifications

By utilizing a standard set of procedures and notifications, parents and students will receive due notice of a student's absences and resources available. The following procedures will be utilized when working with student absences:

1. Daily attendance is taken in student's classes as conducted by the course instructor and documented in the School Information System (SIS), PowerSchool.
2. At five (5) absences, a notification letter will be sent home and the parent/guardian will be contacted to create an attendance contract between the student, parent, and school.
3. At seven (7) absences a second notification letter will be sent home. A notification of the student's absences will be sent to the County Prosecuting Attorney. The following information will be sent to the Prosecuting Attorney:
 - a. Child's name
 - b. Parent's name(s)
 - c. Home Address
 - d. Number of Absences (all absences excused or unexcused)
 - e. Any specifics regarding the student (Spanish speaker, Special Education, Medical Leave)

The prosecuting attorney will send out a letter outlining the legal ramifications for both student and parent.

4. At ten (10) absences a letter of recommendation will be sent to the school superintendent recommending that the student be recommended to the Wendell School Board for a habitual truant determination.
 - a. A notification letter will be sent home informing the parent or guardian that a recommendation has been sent to the superintendent.
5. The school will document absences, both excused and unexcused.
 - a. Parents will need to bring documented proof of absences. Examples of documentation include but are not limited to: doctor's note, event program (such as a funeral), court hearing documentation, etc.
6. Athletic events
 - a. See Athletic Handbook for details
7. Medical absences
 - a. Documented medical absences will not be counted against a student's absence record.