

Attendance and Absence Procedures

90% Attendance Procedure

All students must be in attendance in each classroom 90% of the time when that class is in session. No credit will be granted to students missing more than seven (7) days per semester.

Extraordinary Absences

Extraordinary Absences are the ONLY absences that WILL NOT be used in calculating the attendance record. They are:

- A. Those that occur due to school-sponsored activities, since these are considered an equivalent educational experience. 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 (i.e., grandmother, grandfather, father, mother, sister, brother). Any extended bereavement may be reviewed by the Attendance Board;
- C. Subpoenas to appear in court or court-ordered, jury duty, out-of-district placements for special services; and
- D. Chronic and/or extended illness or hospitalization verified by a doctor's statement.

Absences which will be counted in the 7-day limit will include such areas as:

- A. illness (non-Chronic or extended illness or hospitalization, compared to above),
- B. family trips,
- C. work days,
- D. vacations,
- E. visiting friends or relatives,
- F. suspension in and out of school,
- G. watching tournaments when not an actual participant,
- H. medical, dental, hair or photography appointments,
- I. skiing, hunting, or other recreational activities
- J. attending concerts, shopping; or
- K. any others not mentioned will be reviewed by the Attendance Review Board.

Elementary Absences

Elementary absences will be cumulative to a total of 14 days per year. A student who exceeds this maximum may be retained in the grade that he/she is presently attending.

90% Attendance Notification

The school will notify the parent of unexplained (non-verified) absences/truancies.

Students having more than two unexplained absences/truancies may have their credit denied. The school will notify the parent when their student has reached 3, 5, 7, and 8 absences per class per semester.

90% Attendance Review Board

A Review Board shall review the circumstances involved with a student's possible loss of credit. This Review Board may recommend to deny or reinstate the student's credit. If a decision to deny credit is recommended, the student's case may be appealed to the Board of Trustees for final action.

The Review Board will be composed of 3 staff, attendance clerk, and an administrator/or designee. They will meet as needed to explore the reasons for loss of credit, with the student having the opportunity to bring evidence pertaining to the situation in the form of parents, persons, and/or facts. Adverse decisions made by the Review Board may be appealed to the Board of Trustees.

The decision of the attendance committee may be appealed to the superintendent. This appeal must be submitted to the superintendent within sixty (60) days after the attendance committee submits its decision. The superintendent will bring the appeal to the Board of Trustees where a decision on the appeal will be final and a letter will be sent out.

Absence Procedure

Three types of classification will be used: extraordinary, excused, and unexplained/truant.

Excused Absence Procedure

The proper procedure to clear an unexplained/truancy absence is for the parent to call the school at the time of the absence or send a note indicating the reason for the absence.

In order to prevent abductions, the school will call the home when a child is absent to verify illness if the parent neglects to call the school.

When it is not feasible or possible to obtain an advance excused absence due to an emergency, an adequate acceptable excuse must be provided within two (2) school days following the return to school or the absence remains unexplained and an act of truancy. Parents, guardians, doctors or other responsible persons should provide excuses for all students except married students or those of age 18 with a current signed parent consent form on file, who may speak for themselves.

Married students must make satisfactory arrangements with the Principal or Superintendent concerning "excuses" for being absent, and other responsibilities immediately after

marriage if during the school years, or during registration if the marriage was during the summer.

Assignments and Tests

An excused absence entitles the student to make up all missed work for credit, provided this work is made up as follows:

At all grade levels, two-days make-up time for the first day's absence and one-day make-up time for each additional day is to serve as a guide as to what will be accepted for make-up assignments. For example: 1 Absence=2 days to make up work; 2 absences=3 days to make up work; 3 absences = 4 days to make up work, etc.

Special Consideration

Any student absence, as a result of special cases not covered by these regulations, is to receive an excused or unexplained absence at the discretion of the Principal or Superintendent.

Unexplained Absence or Truancy

Any student absent without the consent of the school, the parent, or guardian shall be considered truant. Cutting individual classes shall also be considered truancy. A grade of zero will be given for all classes missed. Truancy will result in a student, parent/guardian, and principal conference and the student may be placed on suspension. Four 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. Any parent or 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.

A student who has been expelled for attendance violations may petition the Board for reinstatement. Such petition may be granted upon presentation of a firm and unequivocal commitment to maintain regular attendance.

Tardy Procedure

Students are considered tardy when they have not entered the classroom by the time the tardy bells stops ringing.

When a student is tardy for class, but has a pass from an administrator or teacher, the tardiness is excused and not recorded on attendance reports. No other excuse for tardies will be accepted. Unless excused, after 15 minutes late, the student will receive an unexplained absence.

Tardies not excused by a pass will be considered unacceptable and considered unexcused and will be subject to consequences as follows:

Secondary (6-12 grades) (tardies per class per Semester)

2_tardies = warning
3_tardies = 1 hour detention after school
4_tardies = 2 hours detention (served on two separate days)
5_tardies = 4 hr Friday detention
6_tardies= 2-4hr Friday detentions or 1-8hr Friday detention
7_tardies= Remanded to attendance review board for possible loss of credit.

Elementary (K-5)

Every three tardies will be considered an absence by Garden Valley School. Students will be subject to consequences from these absences as outlined in this policy. Mandatory meetings between parents, teachers, and administrators will be set after a student has accrued 6 total tardies per semester.

Legal Reference: Art. IX, § 9, Idaho Constitution – Compulsory Attendance at School
I.C. § 33-202 School attendance compulsory
I.C. § 33-204 Exemption for Cause
I.C. § 33-205 Denial of School Attendance
I.C. § 33-207 Proceedings against parents or guardians Policy

History:

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