

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

4
5 Series 500

6
7 Policy Title Secondary Attendance Policy Code No. 501.10

8
9
10 Idaho law requires compulsory school attendance for children between the ages of
11 seven (7) and sixteen (16) years of age. State law also requires each school district to
12 establish attendance policies. Regular and consistent attendance is an indicator of
13 success in school and is necessary for maximum student learning and success. Joint
14 School District No. 2 attendance policies are established to achieve the following:

- 15
16
- 17 • Increase the likelihood of academic success for all students
 - 18 • Increase daily student attendance
 - 19 • Encourage students to be academically current in classes
 - 20 • Develop student responsibility
 - 21 • Increase parental/guardian involvement in student attendance
 - 22 • Prepare students for career attendance expectations

23 It is the responsibility of the parent(s)/guardian(s) to aid school officials in enforcing Joint
24 School District No. 2 attendance policies.

25
26 Administrators will make decisions in keeping with the overall intent of this policy. All
27 absences from class shall be counted unless the student physically remains within an
28 accountable school setting such as with a counselor, nurse, administrator, etc. Each
29 school shall keep accurate attendance records.

30
31 Incentives for student attendance are encouraged and expected. Incentives and
32 additional intervention plans may be determined at each building or classroom site, as
33 approved by the administrator.

34
35 Schools shall establish clear procedures to implement this policy, including, but not
36 limited to:

- 37
- 38 • Regular and accurate recording of attendance
 - 39 • Parental access to current attendance records
 - 40 • Clear communication of school hours
 - 41 • Advance notice of attendance penalties
 - 42 • Parent contact in the event of excessive absences
 - 43 • Provide written notification to parents in the instances of unverified absences
44 changing to truancy and/or notification that a habitual truancy notice will be sent
45 to the prosecuting attorney for action

46
47 HIGH SCHOOL ATTENDANCE REQUIREMENT

48
49 Joint School District No. 2 high school students must attend three (3) periods during a
50 regular school day to be considered a full time student. With approval of the

51 superintendent or designee, a student may be released for the following and still be
52 considered full time:

53

- 54 1. One (1) period for religious instruction or other approved program in grades 9-11
- 55 2. Up to three (3) periods for equivalent enrollment at an accredited
56 college/university
- 57 3. Seniors may be eligible for one release period per day. For seniors to be eligible
58 for release periods they must have completed a minimum of forty-five (45) credits
59 by the end of the eleventh grade, successfully completed all ninth (9th) through
60 eleventh (11th) grade required credits, and scored proficient or advanced on all
61 portions of the Idaho Standards Achievement Test (ISAT).

62

63 The attendance standard for high school students is as follows:

64

65 Students are allowed three (3) absences per class period during the semester. Students
66 who receive four (4) absences in any class will lose credit unless cleared by the
67 attendance office as extraordinary within five (5) days of the absence. Verbal
68 communication must come from a parent/guardian within 48 hours of the absence to
69 prevent truancy.

70

71 Students enrolled in any two credit (double block) class are allowed six (6) absences per
72 two credit (double block) class during the semester. Attendance is taken twice each day
73 during the two credit (double block) class. Students who receive seven (7) absences in a
74 two credit (double block) class will lose both credits unless cleared by the attendance
75 office as extraordinary within five (5) days of the absence. Verbal communication must
76 come from a parent/guardian within 48 hours of the absence to prevent truancy.

77

78 Excessive tardiness may result in administrative discipline and loss of credit.

79

80 A high school student who is absent during any part of the day of an evening
81 performance or function may not participate in that performance or function unless
82 deemed an extraordinary absence. A student suspended in school for more than one
83 period or out of school on the day of an activity will not be allowed to participate in that
84 activity, game, or practice.

85

86 MIDDLE SCHOOL ATTENDANCE REQUIREMENT

87

88 The attendance standard for middle school students is as follows:

89

90 Students are allowed six (6) absences per class period during the semester. Students
91 who receive seven (7) absences in any class will lose credit unless cleared by the
92 attendance office as extraordinary within five (5) days of the absence. Verbal
93 communication must come from a parent/guardian within 48 hours of the absence to
94 prevent truancy. School staff enforces daily attendance and initiates measures to
95 correct attendance problems.

96

97 Students attending one of the alternative middle schools are allowed three (3) absences
98 per class period during the semester. Students who receive four (4) absences in any
99 class at one of the alternative middle schools will lose credit unless cleared by the
100 attendance office as extraordinary within five (5) days of the absence.

101

102 Excessive tardiness may result in administrative discipline, as determined by building
 103 administration.

104
 105 Middle school students must be in attendance at school the entire school day in order to
 106 participate in extracurricular activities after school or in the evening of that same day.
 107 Exceptions include situations beyond the control of the student such as court
 108 appearance, bereavement, medical/dental appointments, etc. Students, who are
 109 suspended, including in-school suspension for a major discipline offense, are not
 110 allowed to practice or participate in school activities.

111
 112 SECONDARY ATTENDANCE CODES

- 113
- 114 • Activity (ACT): An absence for a school sponsored program or activity
 - 115
 - 116 • Bereavement (BR): Up to five (5) days for a member of the immediate family, i.e.
 117 father, mother, brother, sister, grandparents.
 - 118
 - 119 • Extraordinary (EXT): Administrative discretion, i.e. unforeseen emergencies,
 120 court dates, education travel, etc (does not count against attendance standard
 121 but will count against perfect attendance).
 - 122
 - 123 • Illness (ILL): Student is absent as verified by parent/guardian phone call (counts
 124 against attendance standard).
 - 125
 - 126 • Illness Waiver (WAI): Confirmed with documentation from licensed medical
 127 personnel (does not count against attendance standard but will count against
 128 perfect attendance).
 - 129
 - 130 • Parent call (PRC): Student is absent as verified by parent/guardian phone call
 131 (counts against attendance standard).
 - 132
 - 133 • Truant (TR): Student is absent without permission of parent/guardian or school
 134 officials (counts against attendance standard). Persistent/habitual truancy may
 135 result in suspension/expulsion from school.
 - 136
 - 137 • Unverified (A): No information regarding absence – an unverified absence will
 138 convert to truancy unless verbal communication is received from a
 139 parent/guardian within 48 hours (counts against attendance standard).
 - 140
 - 141 • Verified (VER): Phone call initiated by the school to confirm the absence (counts
 142 against attendance standard).
 - 143

144 EXTRAORDINARY ABSENCES

145
 146 Extraordinary absences require prior notification from a parent or guardian, except in the
 147 cases of illness, accident, or bereavement. The student will be expected to complete
 148 assigned work within a time period agreeable to the teacher(s) of the missed class(es).
 149 The following criteria are used to determine extraordinary absences:

150

- 151 1. **National or International Activities:** Events organized for the purpose of
 152 continuing competition or as an extension of an approved school
 153 program/contest, or special activities such as Olympic qualifying meets.
 154
- 155 2. **Court Appearance:** Verified by official documentation
 156
- 157 3. **Professional Appointments:** Confirmed with documentation from
 158 professional personnel such as counselors, attorneys, etc.
 159
- 160 4. **Extended Family Educational Trip:** In the instance that an extended family
 161 educational trip occurs while school is in session, the parent/guardian and
 162 student requesting this exception must meet the following:
 163
- 164 a) Submit a letter of request to an assistant principal at least two (2) weeks
 165 prior to the trip;
 - 166 b) Have passing grades in all classes;
 - 167 c) Not exceed six (6) absences in a traditional schedule or four (4) absences
 168 in a block schedule prior to this request;
 - 169 d) Not have any trancies or school suspensions;
 - 170 e) Request work from teachers and agree to turn in all pre-arranged work
 171 on or before the first day back to class;
 - 172 f) Call the attendance office prior to the dates of absence;
 - 173 g) Submit a one-page project paper for each class with information that
 174 substantiates the educational purpose of the trip as it relates to each
 175 specific class missed. The papers are due to the assistant principal upon
 176 return to school.
- 177
- 178 5. **Religious Observances:** Verified by parent/guardian, church official, or
 179 document.
 180

181 EXCESSIVE ABSENCES

182

183 If a student is absent for fifteen consecutive school days, whether or not the absences
 184 are verified, the student will be dropped from school. At the time the student returns to
 185 school, the student may be re-enrolled in school. Students served by homebound tutors
 186 or absent due to illness documented by licensed medical personnel will not be included
 187 in this procedure.
 188

189 APPEAL PROCEDURE:

190

191 In the event that a parent chooses to appeal the decision of the principal or designee, it
 192 must be made no less than ten (10) working days after the decision of the principal is
 193 rendered. The regional director will receive the appeal and respond within five (5)
 194 working days. This decision of the director is final.
 195

196 HABITUAL TRUANCY

197

198 Any child who accrues ten (10) absences and/or trancies may be referred to the
 199 prosecuting attorney pursuant to Idaho Code 33-206 which states, in part, "a habitual
 200 truant is any public school pupil who, in the judgment of the board of trustees repeatedly
 201 has violated the attendance regulations established by the board; or any child whose

202 parents or guardians, or any of them, have failed or refused to cause such child to be
203 instructed as provided in section 33-202, Idaho Code, and the child shall come under the
204 purview of the juvenile corrections act if he or she is within the age of compulsory
205 attendance.”

206

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

210

211 Date of Revision:

Legal Reference: Code of Idaho

212 6/16/09; 04/12/11; 5/08/12; 3/19/13