

Cascade School District No. 422

STUDENTS

3050P

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 nine (9) 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 (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 9 day limit will include such areas as:

- A. family trips,
- B. work days,
- C. vacations,
- D. visiting friends or relatives,
- E. suspension in and out of school,
- F. watching tournaments when not an actual participant,
- G. medical, dental, hair or photography appointments,
- H. skiing, hunting, or other recreational activities
- I. attending concerts, shopping; or
- J. any others not mentioned which are unacceptable to the Attendance Board.

Elementary Absences

Elementary absences will be cumulative to a total of 18 days. 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 unexcused absences. Students having more than two unexcused absences may have their credit denied.

The school will notify the parent of any student who has accumulated nine or more absences in any one class.

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 a teacher, counselor, and an administrator, selected from the student body officers. 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.

Absence Procedure

Three types of classification will be used: excused, special excused, and unexcused or truant.

Excused Absences

Excused absences are:

1. Illness
2. Death in family or close friends of family
3. Medical or dental work

Excused Absence Procedure

The proper procedure to clear an excused 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.

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.

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 unexcused 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.

Special Excused Absence

Students will be allowed two days per year for special excused personal absences. These days are provided so that parents can make special arrangements with the school and take their son or daughter out of school for personal reasons not covered by any of the other types of absences.

Special Excused absences will not be issued during any major testing week. (e.g.: nine weeks, semester, senior finals, etc.) Students who have an attendance record with more than 10% absences, or are in academic trouble (failing one subject), will not be allowed this privilege.

A Special Excuse slip must be filled out by the student and signed by the parent, then brought to the principal or superintendent for their signature, and then to each teacher and returned to the main office at least two full days prior to the intended special personal leave.

At no time will an absence be reclassified excused personal after the day missed.

Any student not following the correct procedure will have his intended absence classified as unexcused.

The student must make arrangements with their teacher to have all work ready to turn in to the teachers upon returning to school.

THESE ARRANGEMENTS ARE THE STUDENT'S RESPONSIBILITY.

Assignments and Tests

An excused or special excused absence entitles the student to make up all missed work for credit, provided this work is made up within a reasonable length of time.

At the elementary level, 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 is considered to be a reasonable length of time.

At the secondary level, if a student misses either an A or B day, the makeup work is due the next A or B day. If a student misses two days, the work is due after one day in school, in the order of the scheduled classes. If a student misses three or more days, the student will have the same number of days to have assignments completed as days missed.

Special Consideration

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

Unexcused 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. A truancy will result in a student-parent/guardian-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.

Tardies not excused by a pass or on their own merit as determined by each teacher will be considered unacceptable and considered unexcused.

Unless excused, a student more than 10 minutes late to a class will be recorded as very late up to 30 minutes. After 30 minutes late, the student will receive an unexcused absence.

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:

Adopted on: 7/15/09

Revised on: