

ADMINISTRATIVE PROCEDURES  
**1002P Attendance**

Adopted: August 12, 2008

(1002.1P) Elementary (K-6) Attendance Procedures:

Absences should be reviewed on the following schedule:

- 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.
- 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.
- 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.
- 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.

(1002.2P) Elementary Tardiness. (TBD)

(1002.3P) Secondary (7-12) Attendance Procedures:

- Medical Absence Verification Procedures:
  - 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.

- 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.
- 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.
- 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 15<sup>th</sup> day of the next term. The LCA Appeal Committee is authorized to take the following actions:
  - Deny the appeal
  - Grant credit
  - Grant credit contingent on completion of attendance make-up
  - Grant credit contingent on successful completion of an attendance contract  
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.

- 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, more than eight (8) but not more than (13) in a semester 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.
- Make Up Opportunities: TBD

(1002.4) Secondary Tardiness: TBD