

Policy — 3122

Students

Excused and Unexcused Absences

Each building will develop attendance policies that are consistent with those policies established by the board of trustees in cooperation with staff and parents and including students at the secondary level. Those policies will be submitted to the superintendent for approval and printed and disseminated to students and parents through school handbooks or other methods of distribution.

Regular school attendance is necessary for mastery of the educational program provided to students of the district. Students at times may appropriately be absent from class. The following principles shall govern the development and administration of attendance procedures within the district:

- A. Absences due to illness or a health condition; a religious observance, when requested by a student's parent(s); school-approved activities; family emergencies; and, as required by law, disciplinary actions or short-term suspensions shall be excused. The principal may, upon request by a parent, grant permission in advance for a student's absence providing such absence does not adversely affect the student's educational progress. A student, upon the request of a parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property or involves the school to any degree.
- B. If an absence is excused, the student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher except that in participation-type classes a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.
- C. An excused absence shall be verified by the parent or school authority responsible for the absence.
- D. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused shall be considered truant and shall experience the consequences of his/her absence. A student's grade shall be affected if a graded activity or assignment occurs during the period of time when the student is truant.

A student may be suspended or expelled for habitual truancy as defined by Idaho Code 33-206. Prior to suspension or expulsion, the parent shall be notified in writing that the student has trancies

- E. 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.

- F. All suspensions and/or recommendations for expulsions shall be reported in writing to the superintendent within 24 hours after imposition.

Classification of absences shall be:

1. Excused – any absence from school with parent permission. Verification required as shown in Section C above.
2. Unexcused/Truant – returning following an absence without parental excuse or leaving a class or the campus without permission.
3. School Related – field trips, extracurricular activities and other school-planned activities off campus.
4. Extraordinary – any absence beyond the scope listed above.
 - a. extended illness, accident, or health issues (physician verification required)
 - b. physical or neurological handicap (physician verification required)
 - c. pregnancy and related complications (physician verification required)
 - d. educational travel programs sanctioned but not necessarily sponsored by the school district; state, regional, national competitions (academic, athletic, fine arts)
 - e. family travel
 - f. bereavement

It is understood that extraordinary absence causes course difficulties for both the student and the teacher. Therefore, prior to the absence (unless the absence is for an emergency of illness or bereavement) the student, together with the parents(s)/guardian(s), will meet at a time which is determined by the teacher and which is agreeable to all parties.

After discussion and consideration of the student's class standing, previous absences and ability to work outside the class, the teacher shall determine what action is to be taken. The following options will be available:

1. The teacher determines when and for how long the student shall meet with the teacher either prior to or after the absence, or
2. The teacher suggests that a tutor be employed by the parent(s)/guardian(s) to assist the student in his/her absence to complete course work assigned by the teacher, or
3. The teacher suggests that the student enroll in an on-line or correspondence course approved by the McCall-Donnelly School District.

The responsibility to comply with the results of the meeting among student, parent(s)/guardian(s), and teacher rests with the student and parent(s)/guardian(s). Any expense incurred in employing a tutor or enrolling in an on-line or correspondence course shall not be the responsibility of the McCall-Donnelly School District. Should the student fail to complete the work satisfactorily, as judged by the teacher (except in the case of on-line or correspondence class, which will be judged by the offering institution), the student shall not receive credit for the course.

It is to be noted that parent(s)/guardian(s) and student realize that the classroom grade following an extraordinary absence may be affected due to the student's extended absences, even when arrangements are made and work is made up.

Virtual Attendance: A student who is enrolled in an McCall-Donnelly School District class who is not physically present may be counted as present under the following conditions:

1. Make prior arrangements with the instructor to be virtually involved with the class.
2. The instructor has to approve the plan for virtual attendance.
3. The principal and parent must approve the plan.

The plan should include the method of connecting to the class and expectations for the student's contribution, assignments, and interaction with the class.

Upon return to classroom the student must confer with instructor regarding completion of the expectations. If the student does not meet the instructor's expectations, he/she will be marked absent for the day(s) missed.

The superintendent shall enforce the district's attendance policies and procedures. Because the full knowledge and cooperation of students and parents are necessary for the success of the policies and procedures, procedures shall be disseminated broadly and made available to parents and students annually.

Adoption:	First Reading:	June 2012	
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