

## **Elementary Attendance Grades K-6**

### Purpose of this policy

The intent of an attendance policy is to encourage students in their attendance at school. Students should be absent only for legitimate, verifiable reasons.

Attendance in school is an essential part of a child's academic learning and social development. There is a correlation between school attendance and academic success. Idaho Code 33-202 states that for students ages **seven through sixteen**, attendance is compulsory. Regular attendance is expected of all students and is a necessary factor in achieving success. Work missed can never be made up in a completely satisfactory manner because the value of class activities is missed forever. It is the responsibility of parents or the child's legal guardian to ensure their children attend school and demonstrate punctuality.

### Tardies

When students come late to class they often miss out on valuable information and they also disrupt the teacher's lesson and other student's learning. Therefore, if a teacher or administrator feels a student's excessive tardies are adversely affecting the student or class, the parent will be notified. The school and parents will work together to help the student be to class on time. Because a tardy can vary from a few minutes to hours, the term excessive is defined as tardies that adversely affect a student's learning or other student's learning rather than a specific number of tardies.

### Absences

A student is considered absent if they do not attend any part of the school day.

Absences are excusable for illness, recovery from an accident, required court attendance, professional appointments, death in the immediate family, observation or celebration of a bona fide religious holiday, and other such causes.

Absences for such reasons as camping, vacations or non-school activities are discouraged.

### Excessive Absences and Tardies

When a student has been absent or tardy for six times in a trimester, the parent/guardian will receive a letter indicating the total days absent and the total days tardy. The Principal may confer with the parent/guardian to determine if the circumstances surrounding the absences or tardies necessitate further action.

When a student has been absent or tardy nine times in a trimester, the parent/guardian will receive a second letter indicating the total days absent and the total number of days tardy. The parent /guardian may be required to submit a written statement explaining the reason for the absences or tardies.

When a student has been absent twelve times in a trimester, the Principal may submit an AFFIDAVIT OF HABITUAL TRUANCY AND REQUEST FOR ACTION petition to the Madison Magistrate Court for resolution.

Policy History:

Adopted on: October 17, 2013

Revised on: