

CULDESAC SCHOOL ATTENDANCE CODES & DESCRIPTIONS

PRESENT IN CLASS:

P Present – Student present in the classroom.

TARDIES:

T Tardy – Student tardy for less than 30 minutes with no valid excuse.

ET Excused Tardy – Student tardy to class but with an acceptable explanation, i.e. doctor/dentist.

UNEXCUSED ABSENCES:

A Absence – Unverified – Student absent from class and the Absence has not been cleared. (See 709.4 below)

UA Absence – Verified – Student not present in the classroom and although an explanation was given the school does not excuse the absence. (See 709.5 below)

EXCUSED ABSENCES:

ATH Athletics, Verified – Student not present in the classroom by participating in an Athletic Program and considered present at school.

D Discipline, Verified – Student not present in the classroom, but in the School office for a discipline reason and considered present at school.

EA Approved Misc. Excused Absence, Verified – Student not present in the classroom but not considered truant. The reason for the absence is compliant with *Board Policy 709.3* (listed below) and *State Education Code IDAPA 08.02.01.250*. Prior approval by the Principal/designee may be required. Examples include: death in the family, court proceedings, medical or dental appointments.

SF School Function, Verified – Student not present in the classroom, but at a school supported function and considered present at school.

O On Campus, Verified – Student not present in the classroom but in the School Office, Counseling Office or Head Teacher Office for reasons other than discipline and considered present in school.

ISS In School Suspension, Verified – Student not present in the classroom for discipline reasons and considered present at school.

SSA Suspended, Verified – Student not present in the classroom and Suspended for discipline.

MA Medical Absence, Verified – Student not present on the classroom for purpose of having medical, dental, Optometric, chiropractic, or obtaining confidential medical services. The reason for the absence is compliant with *Board Policy 709.3* (listed below) and *State Education Code IDAPA 08.02.01.250*.

Culdesac Board Policy

709.3 - 90% Attendance Rule

Student attendance is extremely important to student academic success. It is expected that a student will be in attendance at least ninety percent (90%) of the time that each class is taught. If a student is not in attendance at least ninety percent (90%) of the time a class is in session the Board of Trustees may deny promotion to the next grade or credit for the class, even if the student earned a passing grade.

Absence due to school-related activities, conferences with school administrators or counselors, discipline conferences, participation in school-provided services such as testing and assemblies, and emergency dismissals will not be counted against the student's attendance record. Additionally, extraordinary circumstances involving illness or medical treatment, death in the family or death of close friends, court proceedings, and medical or dental appointments may be excused upon proper documentation.

Absences which will be counted in the 90% limit will include such areas as family trips, work days, vacations, visiting friends and relatives, suspension out of school, watching tournaments when not an actual participant, hair or photography appointments, skiing, hunting, attending concerts, shopping, etc. or any other not mentioned which are unacceptable to the Attendance Board.

After going over days on the 90% attendance rule, the student, with parent/guardian accompaniment, must appear before the school Attendance Board to request credit not be withheld. The attendance Board will consist of the school Principal, the Head Teacher and the school Counselor. Teachers of classes in which the student has exceeded the allowable number of absences may be invited to present to the Attendance Board as well.

The Attendance Board can, after hearing a student's and parent/guardian's appeal to retain credit, grant credit, deny credit or put certain stipulations on the student to obtain the credit.

Any decision to withhold credit can be appealed to the school district Board of Trustees/Superintendent at a regularly scheduled Board meeting.

709.4 - Excused Absences

It is the parent's responsibility to contact the school either by phone on the day of the absence and/or by providing a written excuse when the student returns to school. If a written excuse is not presented on the day of the student's return to school, the absence will be unexcused. If a valid written excuse is supplied the next school day, the absence will be changed to excused. The school may require medical verification for prolonged absences or medical appointments.

709.5 - Unexcused Absences

An unexcused absence occurs when a student is not in the assigned class for causes other than those allowable under Policy 709.3. An unexcused absence is one that occurs when the parent did not present just cause or arrange the absence with the school as prescribed. Make-up is allowed for unexcused absences only at the discretion of the teacher or building principal. If, in the opinion of the building administrator, unexcused absences are excessive or flagrant a student may be charged with being truant. R

Idaho State Code

Tardiness and Attendance (IDAPA 08.02.01.250) FOR KINDERGARTEN State Board Rules Governing Administration 08.02.01.250.04 states; "A day of attendance for a kindergarten pupil is one in which a pupil is physically present for a period of two and one-half (2 ½) hours under the direction and guidance of a teacher while school is in session." Example: The kindergarten session is normally three (3) hours of instruction and a pupil was a half hour late coming to class, but was there for the remainder of the day. This pupil would still count as being in full attendance, because they were physically present for two and one-half hours of instruction. FOR GRADES 1-12 State Board Rules Governing Administration 08.02.01.250.03a states: A day of attendance for a grades 1- 12 pupil is one in which a pupil is physically present for a period of four (4) hours under the direction and guidance of a teacher while school is in session." Example: The high school has six (6) 55 minute long periods each day. Jane is 15 minutes late to her first period class and is again 15 minutes late to the start of her fourth period class, but is on time for the other four classes. For state reporting, she would still be counted as being in full attendance, because she received more than four (4) hours of instruction