



Important Lapwai School District Attendance Policy Information

Dear Parent/Guardian:

Thank you for your partnership in ensuring regular and punctual attendance. Despite early release each Friday, these days will remain crucial to your child's education. Please join us in this effort to ensure all students reach their full potential.

Attendance Policies and Procedures:

1. School attendance personnel or classroom teachers will attempt to contact parents of unexcused students by telephone daily.
2. When a student reaches five (5) days of absences in a month or six (6) days of absences in a semester, the principal or designee will notify the superintendent. The principal will contact the parent/guardian by phone to develop a plan to assure regular attendance to minimize further absences and explain policies for attendance. The principal contact will be documented. The principal will document this phone contact in PowerSchool.
3. When a student has missed ten (10) days in a semester, the student may be referred to Child Protective Services for educational neglect.
4. **Grades K-5:** Students who miss 40% or more of the scheduled instructional minutes of the school year will be automatically retained and required to repeat their current grade. The parent or guardian may appeal this retention with the Lapwai Elementary School Attendance Committee. Failure to adhere to the Attendance Committee plan will result in retention in grades K-5.
5. **Grades 6-12:** Absences will be recorded by period. When a student misses twelve 12 days in any given period in a semester, the student will be withdrawn and lose credit for each class with 12 or more absences. The parent or guardian may appeal the loss of credit with the Lapwai Middle-High School Attendance Committee. Failure to adhere to the Attendance Committee plan will result in proceeding with loss of credit in grades 6-12.
6. **Out-of-District Students:** Open enrollment will be revoked if a student becomes chronically absent, missing 10% or more of school year.

Habitual Truancy: Continued patterns of school absences may result in 1) Student Resource Officer home visits; 2) Prosecutor referral in the appropriate jurisdiction; 3) Child Protective Services referral; and 4) Referral to the Lapwai School District Board of Trustees for an expulsion hearing.

It is the responsibility of parents and guardians to ensure students attend school regularly and on time, yet please do not hesitate to contact us if we can provide support. If you have questions regarding the policies described above, please contact Dr. David M. Aiken, Superintendent, at 843-2622. Together, we ensure all students will reach their full potential.

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