

**STUDENT PERSONNEL**  
***Series 500***

Policy Title: ATTENDANCE REQUIREMENTS

Code: 502.3.1

Regular school attendance is a necessary factor of student success in school. The Idaho Code and Nez Perce Tribal Code require that attendance requirements be set by the District. Any absence, regardless of cause, is a disruption to the educational process for the student. Irregular attendance by any student is also disruptive of the educational process for the teacher and other students. Irregular attendance by any student disrupts the pace and organization of classroom instruction. Irregular attendance shifts the workload of the classroom teacher so less time is available to direct the learning experiences of students who attend regularly. Often the loss of time by students is so severe that the likelihood of meeting instructional time requirements or competencies is remote. In an effort to increase the likelihood of student success in school, the following provisions exist for students at Lapwai Schools.

A student must meet the academic standard determined by the classroom teacher and the attendance standards as follows:

1. Exclusive of school-scheduled activities, a student may only miss twelve (12) days per semester. Failure to meet this standard will result in “no credit” or “withdrawal” on the student transcript.
2. School attendance personnel or classroom teachers will attempt to contact parents of unexcused students by telephone daily.
3. When a student has three (3) absences in a semester, a letter will be sent home. The letter will include the number of school days missed. The letter will be documented in Schoolmaster.
4. 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 to develop a plan to assure regular attendance to minimize further absences and explain policies for attendance. The principal contact will be documented in Schoolmaster. If attendance fails to immediately improve, the principal will confer with the superintendent. The superintendent may contact the parent/guardian to arrange a referral to the Lapwai School District Attendance Court. A petition and affidavit may be filed with either Nez Perce County or Nez Perce Tribal Court alleging a violation of the Truancy Code but requesting a STAY of the petition.
5. If such action is not successful, the district shall request the STAY of the juvenile petition be lifted, and the student and/or parent be charged with a violation of the Truancy Code in the appropriate jurisdiction.
6. If a parent/guardian opts out of appearing before the Lapwai School District Attendance Court under the Family Educational Rights and Privacy Act (*FERPA*), the district shall request the STAY of the juvenile petition be lifted, and the student and/or parent be charged with a violation of the Truancy Code in the appropriate jurisdiction.
7. When a student has missed ten (10) days in a semester, the student may be referred to Child Protective Services for educational neglect.

8. When a student misses twelve (12) days in a semester, the student may be withdrawn from class.
9. If the above efforts fail to improve attendance, the principal will refer the student to the superintendent. After reviewing the student's attendance record, the superintendent may arrange a hearing before the Board of Trustees in accordance with Idaho Code 33-205, Denial of School Attendance, for habitual truancy.

Date of Adoption: 7/11/80  
Revised: 7/16/12, 6/16/14, 12/15/14  
Readopted: July 2009

Legal References:  
Section 33-205 I.C.

Related References:  
Code 502.3 Regular and Punctual Attendance