

Chief Tahgee Elementary Academy
Procedure for Habitually Absent and Truant Students

Purpose

Chief Tahgee Elementary Academy is committed to ensuring all students attend school regularly to support academic success, social development, and overall well-being. In collaboration with families, the Attendance Task Force, and Tribal partners, CTEA will implement the following procedures to address excessive absences and tardiness.

Definitions

- **Excused Absence:**
An absence will only be considered excused when supported by official medical documentation (doctor's note). In order to be recorded as an excused absence, the doctor's notes must be given to Chief Tahgee Elementary Academy upon the student's return to school.
- **Funeral Leave:**
Students are allowed up to three (3) days per school year for funeral leave, which will be considered excused.
- **Unexcused Absence:**
Any absence not supported by a doctor's note or qualifying funeral leave will be considered unexcused.
- **Tardy:**
A student arriving after the morning bell or being checked out before the end of the school day.
- **Accumulation Rule:**
 - Three (3) tardies = one (1) unexcused absence for the purposes of attendance interventions and disciplinary actions.

Attendance Monitoring

Attendance will be monitored daily by school staff. Families will be notified of absences and tardies, and records will be reviewed regularly by administration and the Attendance Task Force.

Intervention Procedures

1. Early Intervention (1–4 Unexcused Absences or Equivalent Tardies)

- Parent/guardian contact by office staff or teacher.
- Discussion of attendance concerns and identification of barriers.

- Documentation of communication.
- Support strategies may include:
 - Attendance plans
 - Counseling support
 - Referral to school resources

2. Fifth (5th) Unexcused Absence

(Or equivalent accumulation through tardies)

- A formal attendance warning letter will be issued to the parent/guardian.
- The student will be referred to the CTEA Attendance Task Force.
- A mandatory meeting may be scheduled with:
 - Parent/guardian
 - School administration
 - Attendance Task Force representatives
- Interventions may include:
 - Attendance contract
 - Identification of barriers (transportation, health, family needs)
 - Connection to Tribal or community resources

3. Sixth (6th) Unexcused Absence

(Or equivalent accumulation through tardies)

- The situation will be considered habitual truancy.
- The following actions will occur:
 - Referral to the Fort Hall Police Department for a truancy-related welfare check.
 - Possible issuance of a criminal citation in accordance with Tribal law.
 - Submission of documentation to the Tribal Prosecutor's Office for review.
- Continued collaboration with:
 - Tribal Social Services
 - Tribal Youth Education Program

- School administration

Ongoing Monitoring and Support

- Students identified as habitually absent will be continuously monitored.
- The Attendance Task Force will review progress and adjust interventions as needed.
- Positive attendance improvements will be recognized and reinforced.

Commitment to Students and Families

CTEA recognizes that attendance challenges are often connected to broader family or community needs. The school is committed to working collaboratively with families in a respectful, culturally responsive manner to support consistent school attendance.

Compliance

This procedure aligns with:

- Shoshone-Bannock Tribal Code regarding habitual truancy
- Fort Hall Police Department attendance enforcement procedures
- CTEA school policies and expectations