

Category: 8000 STUDENTS	Policy Number: 8110
Policy Title: ATTENDANCE	Effective Date: March 14, 2001

Every child who has attained the age of seven (7) years and is under the age of sixteen (16) years is required to attend public school with such exceptions as provided by law.

The Board of Trustees does not have the responsibility for determining if a resident child of school age who is not in attendance at a public, private, or parochial school is receiving comparable instruction.

Students are expected to be in attendance at school at least ninety percent (90%) of the time that school is in session. The board may deny a promotion to the next grade or deny credit to any student who is not in school at least ninety percent (90%) of the days that school is in session.

Students who are absent for more than six (6) days a trimester or more than nine (9) days a semester in any class will not be able to make up the work in that class, except for illness, medical appointments, funerals, or court-ordered appearances. Excessive illness may require doctor's verification. School sponsored activities are not counted against a student's attendance record.

Exceptions to this policy may be granted by the principal for extraordinary circumstances. The decision of the principal may be appealed to the superintendent and, if necessary, to the board of trustees.

Any student who is truant will not be allowed to make up work that was missed as a result of the truancy. Truancy is an absence that occurs without parental or administration permission. A habitual truant is defined as any student who has been truant more than two times in one school year. Truancies may also affect the student's right to be granted an exception.

Each principal shall develop a system for the prompt reporting of any truancy to parents or guardians. Any student who is habitually truant shall be referred to the Bingham County Prosecutor's Office for a filing of a petition with the court. Any student who is habitually truant may be suspended or reassigned to Independence High School by the principal. A student may also be expelled at the discretion of the Board of Trustees.

Legal Reference: Idaho Code 33-202
 Procedure: 8110p, Attendance
 Forms: 8110f1, f2, f3, f4

Category: 8000 STUDENTS	Procedure or Form Number: 8110p
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The district motto is “Every Child Can Learn.” Attendance is very important. Every child can learn if he/she is in school.

Each principal shall develop a system for the prompt reporting of any truancy to parents or guardians. Any student who is habitually truant shall be referred to the Bingham County Prosecutor’s Office for a filing of a petition with the court. Any student who is habitually truant may be suspended or reassigned to Independence High School by the principal. A student may also be expelled at the discretion of the Board of Trustees.

A notification letter shall be sent by the principals (Form 8110f1) to the parents of K-8 students to alert them that their child is missing too much school. A second letter (Form 8110f2) will tell parents that they may be asked to meet with a building review committee to determine what actions need to be taken to improve the student’s attendance. The third letter (Form 8110f3) will notify the parents that their child’s poor attendance will be referred to an Interagency Team composed of representatives from the departments of Juvenile Justice, Health and Welfare, resource officers, district administrators and support services. A final notification will advise parents that the matter will be turned over to the prosecuting attorney if immediate action is not taken (Form 8110f4).

The notifications will be sent from the Jr. High each semester and from the elementary schools after 5 • 10 • 15 • 18 absences.

Category: 8000 STUDENTS	Procedure or Form Number: 8110f1
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SCHOOL LETTERHEAD

FIRST NOTIFICATION

Date _____

Dear

We are deeply concerned about the education of every child in our school. Our policy, therefore, is to inform you of accumulated absences and tardies of any student.

Your child _____, has been absent ___ days this school year and has ___ tardies. This is _____ % of the school year. When students are late or absent they miss out on teaching opportunities and experiences that can't be made up. The Snake River School District Board of Trustees Attendance Policy requires that students attend school a minimum of 90% of the days school is in session. Students will be allowed to make up work missed for excused absences.

Idaho law requires that parents assume the major responsibility of seeing that their students are educated. Students missing more than 10% (18 days) during the school year will be required to meet with a building level attendance committee to discuss the educational needs of the student. We know that you share our concern and hope that we can work together to help your child's attendance improve.

If you have any questions, please feel free to contact me or the school secretary, Mrs. _____.

Sincerely,

Principal

Category: 8000 STUDENTS	Procedure or Form Number: 8110f2
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SCHOOL LETTERHEAD

SECOND NOTIFICATION

Date

Dear

_____ has been absent _____ from school this year which is _____ percent of the time school has been in session. In keeping with our efforts to do the utmost for all our students, we need your full cooperation and assistance in the matter of pupil attendance.

In order for a student to receive the maximum benefits from regular daily instruction, it is important that they be at school. Absence and truancy are major detractions to student learning. Idaho law and school district policy requires students to meet the 90% attendance rule. Parents of students who miss _____ days or more will be asked to attend a building review committee meeting to determine what actions need to be taken to improve their child's attendance at school.

If we can be of assistance in helping this student, or if you need to arrange for a conference, please do not hesitate to call. Thank you for your immediate attention in this matter.

Sincerely,

Principal

Category: 8000 STUDENTS	Procedure or Form Number: 8110f3
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SCHOOL LETTERHEAD

THIRD NOTIFICATION

Date

To the parents of _____:

On _____, a second letter was mailed to you indicating that _____ has been absent an excessive number of days this year. Our records show that _____ has been absent for _____ days.

Please note that Idaho law requires that parents/guardians assume the major responsibility of seeing that their students are educated. If a student is enrolled in a public school this means that the student must attend school 90% of the time that school is in session.

Please be informed that after ___ absences you will be asked to attend a building review committee meeting and your student may be referred to the Interagency Team. This team is composed of representatives from the departments of Juvenile Justice, Health and Welfare, plus resource officers, administrators and support services representatives from the Snake River School District.

We wish to encourage you to have your student attend school. If your student has already enrolled in another academic setting, please notify this school so we can update our records. If we can be of any assistance, please do not hesitate to contact us.

Sincerely,

Principal

cc: Superintendent
Permanent records

Category: 8000 STUDENTS	Procedure or Form Number: 8110f4
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SCHOOL LETTERHEAD

FOURTH NOTICE

Dear Parent:

According to our records, your son/daughter has been absent from school ____ days. Snake River School District #52 policy requires that all students attend school 90% of the time. Your son/daughter has violated both school district policy and Idaho Code Sections 33-206 and 33-207 which state:

"An habitual truant is any pupil who, in the judgement of the board of trustees, repeatedly has violated the attendance regulations established by the board; or any child whose parents or guardians, or any of them have failed or refused to cause such child to be instructed. Whenever it has been determined by the probate court of any county that the parents or guardians of any child between the ages of seven (7), as qualified in section 33-202, and sixteen (16) are failing, neglecting, or refusing to place the child in school as provided in this chapter,... or knowingly have allowed a pupil to become a habitual truant, proceedings shall be brought against such parent or guardian under the provisions of the youth rehabilitation law."

Your immediate attention is requested to rectify this problem. Your child is expected to resume punctual and consistent daily attendance. Future absences from school must be either pre-approved by the school principal or verified. Future non-compliance in regards to attendance will result in a referral to the prosecuting attorney to have a petition filed under the youth rehabilitation act.

Your presence is requested at a building level meeting regarding your child's attendance. Your scheduled appointment is _____. If you need to reschedule your appointment, please call the school office at 684- ____.

Sincerely,

Principal

cc: Superintendent
Permanent Records