

<b>Category:</b> <b>8000 STUDENTS</b>	<b>Policy Number:</b> <b>8110</b>
<b>Policy Title:</b> <b>ATTENDANCE—K-8</b>	<b>Effective Date:</b> <b>December 11, 2017</b>

**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 five (5) days a trimester 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 building administrator for extraordinary circumstances, such as family situations related to military deployment and medical conditions, etc. The decision of the building administrator 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 building administrator 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. 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, f5, f6**

<b>8000 STUDENTS</b>	<b>Procedure or Form Number:</b>  <b>8110p</b>
<b>Policy Title:</b>  <b>ATTENDANCE—K-8</b>	<b>Effective Date:</b>  <b>December 11, 2017</b>

**The district motto is “Learning Together Every Day.” Attendance is very important. Every child can learn if he/she is in school.**

**Each building administrator 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. A student may also be expelled at the discretion of the Board of Trustees.**

**A notification letter shall be signed by the building administrator and sent by the secretary (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 administrator 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 Department 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 K-8 schools after 4 • 7 • 11 • 14 absences.**

<b>Category:</b>  <b>8000 STUDENTS</b>	<b>Procedure or Form Number:</b>  <b>8110f1</b>
<b>Policy Title:</b> <b>ATTENDANCE—K-8</b>	<b>Effective Date:</b> <b>December 11, 2017</b>

**SCHOOL LETTERHEAD**

**FIRST NOTIFICATION**

Date \_\_\_\_\_

Dear \_\_\_\_\_

We are deeply concerned about the education of every child in our school. Our policy 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% (14 days) during the school year will be required to meet with a building administrator 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, \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
**Building Administrator**

**CC: Permanent records**

Snake River School District 52, 103 South 900 West, Blackfoot, Idaho 83221

<b>8000 STUDENTS</b>	<b>Procedure or Form Number:</b> <b>8110f2</b>
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<b>Policy Title:</b> <b>ATTENDANCE—K-8</b>	<b>Effective Date:</b> <b>December 11, 2017</b>
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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 \_\_\_\_\_ 14 \_\_\_\_\_ days or more will be asked to meet with the building administrator 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,

Building Administrator

CC: Permanent records

Category: <b>8000 STUDENTS</b>	Procedure or Form Number: <b>8110f3</b>
Policy Title: <b>ATTENDANCE—K-8</b>	Effective Date: <b>December 11, 2017</b>

**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 14 absences you will be asked to with the building administrator 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,

Building Administrator

cc: Superintendent  
Permanent records

Snake River School District 52, 103 South 900 West, Blackfoot, Idaho 83221

Category: <b>8000 STUDENTS</b>	Procedure or Form Number: <b>8110f4</b>
Policy Title: <b>ATTENDANCE—K-8</b>	Effective Date: <b>December 11, 2017</b>

**SCHOOL LETTERHEAD**

**FOURTH NOTICE**

**Dear Parent:**

According to our records, your son/daughter has been absent from school 14 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 judgment 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,

**Building Administrator**

cc: Superintendent  
Permanent Records

Snake River School District 52, 103 South 900 West, Blackfoot, Idaho 83221

<b>Category:</b> 8000 STUDENTS	<b>Procedure or Form Number:</b> 8110f5 (Page 1 of 2)
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<b>Policy Title:</b> ATTENDANCE—K-8: Affidavit of Truancy	<b>Effective Date:</b> December 11, 2017
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[Name and Position of School District Representative]  
[Name of School]  
[Address 1]  
[Address 2]  
[Phone]  
[Fax]  
[Email]

IN THE DISTRICT COURT FOR THE \_\_\_\_\_ JUDICIAL DISTRICT  
FOR THE STATE OF IDAHO IN AND FOR THE COUNTY OF \_\_\_\_\_

IN THE INTEREST OF

[STUDENT NAME],

A juvenile under eighteen (18) years of age.

Case No.:

**AFFIDAVIT OF TRUANCY**

STATE OF IDAHO )  
County of \_\_\_\_\_ )  
ss.

\_\_\_\_\_ [affiant's name], being first duly sworn upon oath, deposes and says as follows:

1. I am the \_\_\_\_\_ [position] of \_\_\_\_\_ [school] in \_\_\_\_\_ School District No. \_\_\_\_\_ and have personal knowledge of the contents of this affidavit.

2. All documents attached to this affidavit are true and correct copies of the originals.

3. I have been designated by Board of Trustees of \_\_\_\_\_ School District No. \_\_\_\_ (hereinafter "board") to certify the truancy finding of pupils who, in the judgment of the Board of Trustees, have violated the attendance policy established by the board.

**Snake River School District 52, 103 South 900 West, Blackfoot, Idaho 83221**

4. Attached hereto as Exhibit \_\_\_\_, and incorporated by reference is a true and correct copy of the attendance policy, Policy No. \_\_\_\_, *School Attendance and Habitual Truancy*, adopted by the board on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.
5. Attached hereto as Exhibit \_\_\_\_, and incorporated by reference is a true and correct copy of the attendance record of \_\_\_\_\_ [student name], age \_\_\_\_\_, a student of \_\_\_\_\_ School District No. \_\_\_\_\_.
6. The attached records show that on or about [list dates of truancy], \_\_\_\_\_ [student name] was truant.
7. Said attendance record of \_\_\_\_\_ [student name] was presented to the Board of Trustees on \_\_\_\_\_ [date].
8. Pursuant to the instructions of the board, I hereby certify that said child is determined to be a pupil between the ages of seven (7) years and sixteen (16) years of age who has violated the foregoing attendance policy.
9. I do further certify that I am the person designated by the board, pursuant to Idaho Code Section 20-510 and Policy No. \_\_\_\_, to file the Affidavit of Truancy on said student.

10. Parent(s) of student:

Mother: \_\_\_\_\_  
Name Address

Father: \_\_\_\_\_  
Name Address

FURTHER, your Affiant saith not.

\_\_\_\_\_  
Affiant

SUBSCRIBED AND SWORN TO before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC FOR IDAHO  
Residing at Blackfoot, Idaho  
My commission expires: \_\_\_\_\_



<b>Category:</b> 8000 STUDENTS	<b>Procedure or Form Number:</b> 8110f6 (Page 1 of 2)
<b>Policy Title:</b> ATTENDANCE—K-8	<b>Effective Date:</b> December 11, 2017

**PRE-ARRANGED ABSENCE FORM**

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Has requested permission to be absent the following dates: \_\_\_\_\_

Reason: \_\_\_\_\_

To validate the pre-arranged absence, this form **MUST** be turned in to the office **one full calendar week** prior to the planned absence.

	COURSE	TEACHER SIGNATURE	ASSIGNMENT	ACADEMIC GRADE	DUE DATE
1.					
2.					
3.					
4.					
5.					
6.					
7.					

**PLEASE ASSIGN NECESSARY HOMEWORK**

**TEACHER COMMENTS/CONCERNS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of days to be absent: \_\_\_\_\_

<b>Category:</b> 8000 STUDENTS	<b>Procedure or Form Number:</b> 8110f6 (Page 2 of 2)
<b>Policy Title:</b> ATTENDANCE—K-8	<b>Effective Date:</b> December 11, 2017

**IMPORTANT NOTICE:** Any planned absence including family vacations **MUST** be pre-arranged with the school administration. Please pay particular attention to the home work due date column. Failure to meet this date may result in the loss of credit.

Parent Signature & Permission: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administration Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Office use only:  
Please route to the following teachers:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

Date/Time received by Parent \_\_\_\_\_

Date/Time received by Administration \_\_\_\_\_

Comments by Administration \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Categoría:** LOS ESTUDIANTES 8000 **Procedimiento o Número de formulario:** 8110F6 Página 1 de 2

**Título de la Política:** ASISTENCIA- K-8 **Fecha de entrada en vigor:** December 11, 2017

**DE ANTEMANO AUSENCIA FORMA**

Nombre: \_\_\_\_\_ Grado: \_\_\_\_\_ Fecha: \_\_\_\_\_

Ha solicitado permiso para estar ausente las siguientes fechas: \_\_\_\_\_

Razón: \_\_\_\_\_

Para validar la pre-planeada ausencia, este formulario debe ser entregado a la oficina una **semana completa** antes de la ausencia planificada.

	CURSO	FIRMA del MAESTRO	ASIGNACIÓN	GRADO ACADÉMICO	FECHA DEBIDA
1.					
2.					
3.					
4.					
5.					
6.					
7.					

**ASIGNE TAREAS NECESARIAS**

**COMENTARIOS/PREOCUPACIONES DEL MAESTRO:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Número de días ausente: \_\_\_\_\_

<b>Categoría:</b> LOS ESTUDIANTES 8000	<b>Procedimiento o Número de formulario:</b> <b>8110F6 Página 2 de 2</b>
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<b>Título de la Política:</b> <b>ASISTENCIA- K-8</b>	<b>Fecha de entrada en vigor:</b> <b>December 11, 2017</b>
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**AVISO IMPORTANTE: Cualquier** ausencia planificada incluyendo las vacaciones familiares **DEBEN** ser arregladas con la administración de la escuela. Por favor, preste atención especial a la columna de fecha. El incumplimiento de esta fecha puede resultar en la pérdida de crédito.

Firma de los Padres y Permiso: \_\_\_\_\_ Fecha: \_\_\_\_\_

Firma del Estudiante: \_\_\_\_\_ Fecha: \_\_\_\_\_

Firma de la Administración: \_\_\_\_\_ Fecha: \_\_\_\_\_

.....

Uso de la Oficina solamente:

Por favor, pase a los siguientes profesores:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

Fecha/Hora de recepción por parte de los padres: \_\_\_\_\_

Fecha/Hora de recepción por la Administración: \_\_\_\_\_

Comentarios de la Administración: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_