

Category: 8000 STUDENTS	Policy Number: 8111
Policy Title: Attendance—High School	Effective Date: December 11, 2017
<p>Students are expected to be in attendance at school at least 90% of the time school is in session. There is a high correlation between positive attendance and success in school and work.</p> <p>Attendance Policy: Any student absent more than 5 days in any class during each trimester may lose credit in that class, and possibly receive an F. A student may be absent 5 days in each class each trimester for any reason the parent/guardian feels appropriate without loss of credit. After five days any student’s absence must be approved in advance using the Pre-Approved Absence Request Form for any extended absence beyond the five days allowed. The signed form is to be returned to the school office one calendar week prior to the date of absence. The one calendar week notification may be waived for extenuating circumstances. Completion of the form does not guarantee that the absence(s) will be excused. The building principal administrator will contact the student and parent/guardian to indicate if the pre-approved absence is excused or not.</p> <p>“No Give Up Clause”: After more than 5 days of being absent in any class each trimester the student is considered in “No Credit Probationary Status” unless a pre-approved absence request has been granted. The student will continue to work for credit during the time of “No Credit Probationary Status” until the school board hears the petition from the parents/guardian.</p> <p>Petition of Credit The parent/guardian may file a petition to appeal the loss of credit and/or unexcused absences to the Superintendent and then the Snake River School District Board of Trustees.</p> <p>Excused Absences: Students will be excused for court-ordered appearances, medical appointments/issues, family emergencies, and military deployment. After the 5th absence a note from the court or medical office will be requested by the school secretary/administration upon returning to school for the absence to be considered excused. Absences for school-sponsored activities are excused.</p> <p>Make-Up Work: Students can make up all work for the first 5 absences, verified court-ordered appearances, medical appointments/issues, family emergencies, and school sponsored activities. Make-up work during the “No Credit Probationary Status” will be allowed.</p> <p>Tardies: Any unexcused student entering the class within five minutes after the tardy bell rings may receive a 20 minute detention from the classroom teacher or administrator. Any unexcused student who is late between 5 and 20 minutes may receive a 60 minute detention from the classroom teacher or administrator. Any student that is more than twenty minutes late to any class is considered absent.</p> <p>Legal Reference: Idaho Code 33-202 Forms: 8111f1, f2, f3, f4, f5, f6</p> <p style="text-align: center;">Snake River School District 52, 103 South 900 West, Blackfoot, Idaho 83221</p>	

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

The administration 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 8111f1) to the parents of high school students to alert them that their child is missing too much school. A second letter (Form 8111f2) 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 8111f3) 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 8111f4).

The notifications will be sent from the High School after 4 • 7 • 11 • 14 absences.

Category: 8000 STUDENTS	Procedure or Form Number: 8111f1
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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 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 an 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, Mrs. _____.

Sincerely,

Building Administrator

CC: Permanent records

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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

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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 14 absences you will be asked to meet 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

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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 building administrator 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

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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: _____

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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 _____

Category: 8000 STUDENTS	Procedure or Form Number: 8111f6(Page 1 of 2)
Policy Title: Attendance—High School: Affidavit of Truancy	Effective Date: December 11, 2017

[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)
) ss.
County of _____)

_____ [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: _____

Categoría: 8000 LOS ESTUDIANTES	Número de la política : 8111
Título de la Política: Asistencia- High School	Fecha de entrada en vigor: December 11, 2017
<p>De acuerdo con las políticas del Distrito Escolar de Snake River #8110, se espera que los estudiantes que asistan a las escuelas al menos el 90% del tiempo escolar está en sesión. Existe una alta correlación positiva entre asistencia y tener éxito en la escuela y el trabajo.</p> <p>Política de asistencia: Cualquier estudiante ausente más de 5 días en cualquier clase durante cada trimestre puede perder crédito en esa clase, y posiblemente, recibir un F. Un estudiante puede estar ausente 5 días en cada clase cada trimestre por cualquier motivo el padre/guardian considera adecuado sin pérdida de crédito. Después de cinco días cualquier ausencia del estudiante debe ser aprobada previamente por el preaprobados Ausencia Formulario de Solicitud de reserva de cualquier ausencia prolongada más allá de los cinco días. El formulario firmado debe ser devuelto a la oficina de la escuela una semana antes de la fecha de la ausencia. La notificación de una semana de calendario podrá ser renunciada por circunstancias atenuantes. Completar el formulario no garantiza que la ausencia(s) será excusada. El director de la escuela se pondrá en contacto con el estudiante y los padres/guardianos para indicar si la ausencia pre-aprobada no se considera justificada o no.</p> <p>"No Dejar Cláusula": Después de más de 5 días de ausencia en cualquier clase cada trimestre el estudiante es considerado de "No Prueba Crédito" a menos que una ausencia aprobada solicitud se ha concedido. El estudiante seguirá trabajando para crédito durante la época de los "sin crédito Prueba" hasta que la junta escolar escucha la petición de los padres o guardianes.</p> <p>Petición de Crédito El padre/guardián puede presentar una petición para apelar la pérdida de crédito y/o ausencias injustificadas al Superintendente y, a continuación, a la Mesa Directiva del Distrito Escolar de Snake River.</p> <p>Ausencias Justificadas: Los estudiantes estarán dispensados por orden judicial las apariencias, citas médicas u otros problemas, situaciones de emergencia familiar, y despliegue militar. Después de la 5ª falta una nota de la corte o la oficiana del doctor será solicitada por la secretaría del colegio/administración de regreso a la escuela por la falta estar excusada. Las ausencias justificadas por las actividades de la escuela estarán excusadas.</p> <p>Tareas de las Ausencias: Los estudiantes pueden hacer todo el trabajo de las primeras 5 ausencias, citas mandadas al corte, citas médicas y de los problemas, las emergencias familiares y actividades patrocinadas por la escuela. Hacer el trabajo durante el "No hay crédito Prueba" será permitido.</p> <p>Llegadas Tarde: Cualquier estudiante sin excusa entrando la clase dentro de los cinco minutos después de sonar la campana de tarde puede recibir 20 minutos de detención del maestro de la clase o el administrador. Cualquier estudiante que es tarde entre 5 a 20 minutos puede recibir una detención de 60 minutos del maestro de la clase o del administrador. Cualquier estudiante que es más de veinte minutos de retraso a cualquier clase se considera ausente.</p> <p>Referencia Legal: Idaho código 33-202 Formas: 8111f1</p> <p style="text-align: center;">Snake River School District 52, 103 Sur 900 Oeste, Blackfoot, Idaho 83221</p>	

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Título de la Política: ASISTENCIA- High School	Fecha de entrada en vigor: December 11, 2017
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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: _____

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Título de la Política: ASISTENCIA- High School	Fecha de entrada en vigor: December 11, 2017

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: _____

