

ATTENDANCE, ABSENCE, & TRUANCY PROCEDURE

1. GRADES KINDERGARTEN – 6:

- During any period of time that a student is out of the assigned classroom, he/she will be considered absent unless excused by school officials.
 - ~ Students Grades 1-6 who are in attendance for more than two and one-half (2.5) hours, not including lunch or recess, but less than four (4) hours are counted as one-half (½) day absent.
 - ~ Students Grades 1-6 who are in attendance for four (4) hours or more, not including lunch or recess, are counted as one (1) full day of attendance;
 - ~ Students Grades 1-6 who are in attendance for less than two and one-half (2.5) hours, not including lunch or recess, will be counted as one-day (1) absent;
 - ~ AM & PM Kindergarten students who are in attendance for two and one-quarter (2.25) hours or more, not including recess, are counted as one (1) full day of attendance;
- A tardy is assessed to a student when the student is not in the assigned classroom when the tardy bell rings
 - ~ Tardy procedures and consequences specific to each building will be explained in the school's student handbook.
 - ~ Once a student has accumulated his/her sixth (6) tardy in a school quarter, the building administrator or designee will notify the parents/guardian in writing of the student's tardiness and address a plan to correct the tardiness with identified consequences for each additional tardy.
 - ~ When an elementary student is tardy ten (10) or more times in class in a school quarter, the building administrator or designee should notify the parent/guardian in writing that the student's tardiness is now considered a major disciplinary violation and the student may be referred to the Truancy Officer. A hearing may be held and the student may be referred to the prosecutor's office as habitually truant.
 - ~ The superintendent or principal may also excuse tardies due to inclement weather or other extenuating circumstances.
- For an absence to be excused, oral or written communication from the student's parent/guardian must be received within 48-hours of the last day of the absence, except for school approved activity absences.
- Failure to attend up to 90% of each semester may result in retention.

2. GRADES 7 – 12:

Mountain Home High School students (Grades 9-12) and Mountain Home Junior High students (Grades 7-8) are allowed nine (9) absences per semester. Attendance will be tracked

by each class period. Students exceeding nine (9) days of absences in each class period of the semester may result in retention or a denial of credit even though they may have passing grades.

- Junior high and high school students who are more than twenty (20) minutes late will be counted as absent.
- BMHS: Collectively any four (4) tardy arrivals to one or more classes are considered as one (1) absence for calculating block attendance.
- BMHS Students are allowed five (5) absences per block. Attendance will be tracked by each class period. Students exceeding five (5) absences in each class period of the block may result in denial of credit and disenrollment from BMHS even though they may have passing grades.

3. DENIAL OF CREDITS/PROMOTION & PETITION OF CREDITS/PROMOTION:
Does not pertain to BMHS

Parents/guardians who have valid reasons to believe that all or part of the absences are the result of extraordinary circumstances may file a written request for review by the building attendance/promotion committee.

Such request must be made within five (5) days of receiving notice of the denial. The building attendance/promotion committee will review the records and the circumstances and determine whether or not the student will receive credit or be promoted.

The decision of the attendance/promotion committee may be appealed to the superintendent or designee. This appeal must be submitted to the superintendent or designee within then (10) days after the attendance/promotion committee submits its decision. The superintendent or designee will render a decision on the appeal with then (10) days after receiving the appeal.

The decision of the superintendent or designee may be appealed to the Board for a final decision. The appeal must be filed with the superintendent's office with ten (10) days after the superintendent or designee notifies the parent/guardian of his or her decision.

The Board will address the appeal in executive session.

The parent/guardian will have an opportunity to appear before the Board for an informal hearing (see Patron Grievance Policy 1012).

The parent/guardian will have the opportunity to present written or oral information as to why the student should not be denied credit or promotion.

The parent/guardian does not have the right to be represented by an attorney, present evidence, or cross-examine witnesses.

The student will be allowed to continue to attend classes pending the board's determination in this matter.

The Board will issue a written decision within ten (10) days following the informal hearing. The Board's decision is final.

4. REVOKING DRIVING LICENSE: (Idaho Code 49-303A – Driver's License or Permits Issued to Certain Persons Under the Age of Eighteen Years)

Any student who has been verified by the school as dropped from enrollment or not in compliance with the Attendance, Absence, & Truancy Policy and Procedure will be reported to the Department of Transportation to have his/her license suspended or revoked.

5. TRUANCY DEFINED:

Truancy is defined as a student being absent without the approval or consent of the parent, guardian, or school authorities.

6. HABITUAL TRUANT DEFINED:

A habitual truant means any student who, in the judgment of the Board or the Board's designee, repeatedly has violated the Attendance, Absence, & Truancy Policy and Procedure, or any child whose parent or guardian has failed or refused to cause the pupil to be instructed as provided by Idaho Code, Section 33-202 - School Attendance Compulsory.

If the student does not meet the ninety (90%) attendance requirements of this policy and procedure and one-half (1/2) or more of all such absences are unexcused, (s)he is a habitual truant. Students are truant if their absence from school is unexcused. Unexcused absences are those absences from school without the knowledge and approval of a student's parent/guardian, and/or school approved activity absences.

7. EXPULSION FOR HABITUAL TRUANCY:

Pursuant to Idaho Code, Section 33-205 – Denial of School Attendance, the Board may expel a student because (s)he is a habitual truant. The student will be allowed to continue to attend classes pending the Board's determination in this matter.

- Board of Trustees hearing are not be necessary for BMHS absence violations.

8. DISENROLLMENT FOR HABITUAL TRUANCY:

The Board may disenroll a student who is determined to be a habitual truant.

The building administrator will submit a written notice of recommendation for a finding of habitual truancy to the superintendent or designee.

The student will be allowed to continue to attend classes pending the Board's determination in this matter.

The parent/guardian will be notified in writing of the recommendation and of the opportunity for an informal hearing before the board.

The parent/guardian will have an opportunity to appear before the board for an informal hearing (see Patron Grievance Policy 1012).

The parent/guardian will have the opportunity to present written or oral information as to why the student should not be disenrolled for habitual truancy.

The parent/guardian does not have the right to be represented by an attorney, present evidence, or cross-examine witnesses.

The Board will issue a written decision within ten (10) days following the informal hearing. The Board's decision is final.

The parent/guardian may re-enroll the student at any time.

9. PARENT/GUARDIAN ABSENCES NOTIFICATION(S):

Parents/guardians notifications will be as follows on a case-by-case basis:

- Fifth (5th) Absence – the school will contact the parent or guardian by phone, letter, or through PowerSchool to inform the parent/guardian of the number of absences and to notify the parent/guardian of the possibility of being turned over to the Prosecuting Attorney's office.
 - ~ BMHS Administration will contact the parent or guardian by phone, letter, or through PowerSchool after each absence.
 - ~ BMHS students are only allowed five (5) absences per block.
- Seventh (7th) Absence – the school will contact the parent/guardian by phone, mail the Attendance, Absence, & Truancy Policy and Procedure home, inform the parent/guardian of the possibility of being turned over to the Prosecuting Attorney's office, and notify the Superintendent who in turn may submit the parent/guardian's name, address, and other pertinent information to the Board of Trustees as a habitual truant and to the Prosecuting Attorney's Office of the students accumulated absences.
- Ninth (9th) Absence – the school will again contact the parent/guardian by phone and mail the Attendance, Absence, & Truancy Policy and Procedure home, inform the parent/guardian of the possibility of being turned over to the Prosecuting Attorney's office, and notify the Superintendent who in turn will submit the parent/guardian's name, address, and other pertinent information to the Board of Trustees as a habitual truant and to the Prosecuting Attorney's Office of the students accumulated absences.

- Tenth (10th) Absence – the student and parent/guardian’s name, address, and other pertinent information will be submitted to the Mountain Home School Board as a habitual truant for possible expulsion or disenrollment, and to the County Prosecutor for the same.
- Eighteenth (18th) Absence – the student and parent/guardian’s name, address, and other pertinent information will be submitted to the Mountain Home School Board as a habitual truant for possible expulsion or disenrollment, and to the County Prosecutor for the same.

10. NOTICE TO PROSECUTING ATTORNEY:

Any child between the ages of six (6) and eighteen (18) years of age whose parent/guardian fails, neglects, or refuses to place the child in school or have the child instructed will be considered habitually truant and comes under the purview of the Juvenile Corrections Act.. Additionally, those students who do not conform to the attendance policies established by the board in this district will be considered habitually truant.

If the Board determined that a student is a habitual truant, whether or not the student is expelled or disenrolled, the Board or its designee will notify the Elmore County prosecuting attorney in writing pursuant to Idaho Code, Sections 33-206 – Habitual Truant Defined and 33-207 – Proceedings Against Parents or Guardians.

11. EXTRAORDINARY CIRCUMSTANCES:

Extraordinary circumstances include, but are not limited to, the following:

- Illness or accident in which confinement either at home or in a hospital is verified in writing by a licensed physician, dentist, psychiatrist, or other licensed health care professional.
- Court appearances as verified by a copy of the subpoena.
- Bereavement for a member of the immediate household.
 - ~ Immediate family is defined as mother, father, step-mother, step-father, brothers & sisters, half-brothers & half-sisters, grandparents, mother’s brothers and sisters, and father’s brothers and sisters
- State, regional, national, or international events organized for the purpose of continuing competition.
- Religious observance where participation is required and can be verified in writing by a recognized appropriate church official/document.
- Trips or activities of unusual opportunity that can be shown to have significant educational value.
 - ~ Student must have a “B” average in each class, must complete any makeup work in advance, and may not be in excess of the Attendance, Absence, & Truancy Policy prior to the trip.

~ BMHS students must have a “C” average in each class, must complete any makeup work in advance, and may not be in excess of the Attendance, Absence, & Truancy Policy prior to the trip.

- Other extraordinary circumstances as determined by the building principal.

12. ADMIT INTO SCHOOL AFTER AN ABSENCE:

Students will follow the procedure for returning to school after an absence as outlined in the individual school handbook.

13. CHECKING OUT OF SCHOOL:

ALL STUDENTS must check out of school with the front office, regardless of the reason. Failure to do so will result in a truancy.

- BMHS students must check in or out of school at the front office. Failure to do so will result in the student being considered truant. All students must be checked out by a parent, guardian, or persons designated on the enrollment form. Campus is closed for all students. Telephone calls from parents or guardians of attending students will not suffice to permit students under the age of eighteen (18) years to leave the school campus.

All elementary students must be checked out by a parent, guardian, or persons on the emergency card.

All secondary students, MHJH and MHHS students, must sign out of the building through the front office, with the exception of the lunch period.

14. MAKEUP WORK PROVISIONS:

NO MAKEUP WORK IS ACCEPTED WHEN A STUDENT IS TRUANT OR HAS AN UNEXCUSED ABSENCE.

It is the responsibility of the student to make up all work missed due to any absence. A total of two (2) days per number of days absent, only up to ten (10) days, will be granted for makeup work completion. Days granted for makeup work will begin the day the student returns to school.

Students will abide by their school’s student handbook regarding planned absences and makeup work.



LEGAL REFERENCE:
Idaho Code, Sections:

18-4511 – School Duties – Records of Missing Child – Identification Upon Enrollment –
Transfer of Student Records

20-510 – Information – Investigation – Petition

33-202 – School Attendance Compulsory

33-205 – Denial of School Attendance

33-206 – Habitual Truant Defined

33-207 – Proceedings Against Parents or Guardians

33-506(1) – Organization and Government of Board of Trustees

33-512 – Governance of Schools

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