

Category: 8000 STUDENTS	Policy Number: (New) 8111
Policy Title: Attendance—Jr. High and High School	Effective Date: (New)

In accordance with Snake River School District Policy #8110, 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.

Attendance Policy:

Any student absent more than 5 days in any class during every trimester may lose credit in that class, and possibly receive an F. A student may be absent 5 days in each class every 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 Snake River High 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. Snake River High School will contact the student and parent/guardian to indicate if the pre-approved absence is excused or not. 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.

“No Give Up Clause”:

After more than 5 days of being absent in any class every 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.

Excused Absences:

Students will be excused for court-ordered appearances, medical appointments/issues, and family emergencies. 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.

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.

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.

Legal Reference: Idaho Code 33-202

Forms: 8111f1

Category: 8000 STUDENTS	Procedure or Form Number: 8111f1 Page 1 of 2
Policy Title: ATTENDANCE—JR. HIGH AND HIGH SCHOOL	Effective Date: (New)

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: _____

Category: 8000 STUDENTS	Procedure or Form Number: 8111f1 Page 2 of 2
Policy Title: ATTENDANCE—JR. HIGH AND HIGH SCHOOL	Effective Date: (New)

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 _____

