

## ATTENDANCE

### Snake River School District Policy #8110

There is a high correlation between positive attendance and success in school and work. Please help us give students the best opportunity to be successful by insisting that your student attends school regularly, and that you call or send written verification to clear absences immediately.

In accordance with Snake River School District Policy #8110, students are expected to be in attendance at school at least ninety percent (90%) of the time that school is in session. Any student missing more than five (5) days in any class during any trimester will not be allowed to make up the work in that class except for illness, medical appointments, funerals, or court-ordered appearances. Excessive illness may require a doctor's verification. **School sponsored activities are not counted against a student's attendance record.**

The Board may deny a promotion to 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.

#### **CLEARING ABSENCES:**

It is the responsibility of each students to have their absences cleared through the attendance office, and to secure an ADMIT SLIP from the attendance secretary authorizing re-entry into the class. Students can clear absences in one of two ways:

1. Students are to have their parent/guardian call the attendance office (684-3061) on the day the student is absent, or between the hours 7:30 AM to 4:45 PM on the day that the student returns to school.
2. Students may bring a written note to the attendance secretary prior to the start of school on the day that the student returns to school. The note must contain the following information: current date, reason for absence, time of absence (if not all day), parent/guardian signature, student's first and last name.

The absence will be treated as a truancy if the absence has not been cleared by the end of the second day that the student is back in school. Students who falsify notes or phone calls will be dealt with by the administration under the District Code of Conduct and Discipline Policy.

#### **EXCUSED ABSENCES:**

Are to be cleared through the attendance office by the parent/guardian. Excused absences are: (1) student illness or injury, (2) medical appointments, (3) funerals, (4) court-ordered appearances. A doctor's verification for illness may be required.

#### **UNEXCUSED ABSENCES:**

Are to be cleared through the attendance office by the parents/guardian. Unexcused absences are verified absences approved by the parent/guardian, but not by the school.

#### **TRUANCY:**

In accordance with Snake River School District Policy #8110, **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 (2) times** in one school year. **Any student who is truant will not be allowed to make up work that was missed as a result of the truancy.**

#### **TRUANCY CONSEQUENCE LADDER**

1<sup>ST</sup> Truancy: 1 day of in-school detention and parent contact.

2<sup>nd</sup> Truancy: 1 day out of school suspension and parent conference. Student will be placed on an **individual attendance probation contract**. Violation of the probation contract will result in the student being referred to Independence Alternative High School, and/or the Snake River Board of Trustees, and/or the Bingham County Juvenile Justice.

3<sup>rd</sup> Truancy: Student is defined as a **habitual truant** and will be **referred to Independence Alternative High School**, and/or the Snake River Board of Trustees, and/or the Bingham County Juvenile Justice.

#### **TARDIES:**

A student is tardy when he/she is not inside of their assigned classroom when the tardy bell rings. A student who is more than 5 minutes late will be given an un-excused absence. Students who are on Release Time must not be in the building when the tardy bell rings. Consequences for being tardy will be handled by the individual classroom teacher for the first four tardies. On the fourth tardy, a call will be made home to the student's parents by the classroom teacher. On the fifth tardy and all subsequent tardies, the student will be referred to the administration for discipline.