

### ATTENDANCE, ABSENCE, & TRUANCY POLICY

Mountain Home School District No. 193 recognizes time on task is very important to the education of students. The Board of Trustees firmly believes that it is necessary for students to develop the essential skills to enable them to succeed in the world of work. In order to help meet this goal, it is important that students realize the necessity and importance of consistent school attendance.

From an early age, students need to realize that work attendance will directly affect their employment prospects and degree of success realized in the world of work. Therefore, the Mountain Home School District's Attendance Policy requires students to be in attendance for at least 90% of each school semester.

Mountain Home High School students, grades 9-12, and Mountain Home Junior High School students, grades 7-8 exceeding nine (9) days of absences in each class period of the semester may result in retention or a denial of credit. In enforcing the attendance requirements, the Board may deny a promotion to the next grade or deny credit to any student who is not in school for this required time. If a student is determined to be a habitual truant, the Board may expel or disenroll the student (I.C. 33-205 – Denial of School Attendance).

- a. BMHS Students may only miss five (5) days of school per block. Those students in excess of five (5) days will be disenrolled from BMHS. A Board hearing is not necessary to disenroll a BMHS student for absence violations.

The board authorizes the superintendent or designee to enforce this policy, including the authority to identify a student who is habitually truant, complete and file the necessary supporting documentation, and give notice to the prosecuting attorney of truanancies.

#### **SCHOOL AGE:** (I.C. 33-201 – School Age)

All students enrolling kindergarten must be five (5) years old on or before September 1 of the school year in which the student enrolls. All students enrolling in first grade must be six (6) years old on or before September 1 of the school year in which the student enrolls. Any student five (5) years old who completed a private or public out-of-state kindergarten for the required four hundred fifty (450) hours, but has not reached the "school age" requirement will be allowed to enter the first grade.

#### **PROOF OF IDENTIFICATION AND AGE REQUIRED:** (I.C. 18-4511 – School Duties – Records of Missing Child – Identification Upon Enrollment – Transfer of Student Records)

Upon enrolling a student for the first time in this district's elementary or secondary schools, the school will notify, in writing, the person enrolling the student that within thirty (30) days a certified copy of the student's birth certificate or other reliable proof of a student's identity and birth date must be provided to the school.

- a. If other reliable proof is provided, rather than a birth certificate, that proof will be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.
- b. Other reliable proof of a student's identity and birth date may include, but is not limited to, a passport, visa, or other governmental documentation.

Should a parent/guardian/student fail to produce proof of identification and age, the school will immediately notify the local law enforcement agency of such, and will notify the parent/guardian of the student, in writing, that he/she has thirty (30) days to comply.

- 1. Upon the failure of a person enrolling a student to comply with the provisions of this subsection, the school shall immediately notify the local law enforcement agency of such failure, and shall notify the person enrolling the student, in writing, that he has ten (10) additional days to comply.
- 2. The school shall immediately report to the local law enforcement agency any documentation or affidavit received pursuant to this subsection, which appears inaccurate or suspicious in form or content.

**SCHOOL ATTENDANCE CALCULATION & REQUIREMENT:**

All state laws pertaining to school age and compulsory attendance must be followed as well as this "Attendance Policy." Except in extraordinary cases, students are expected to be present at school and in their assigned grade or subject.

Students are required to be in attendance at school at least ninety percent (90%) of the time that school is in session during each school term. Any student who is not in school up to 90% of the days/classes that school is in session may be denied promotion/credit subject to the District's promotion policies.

When a student has been absent 5% of a school semester, or 5% of a single class period, the principal or designee will send the parent/guardian written notice of the fact that the student is in jeopardy of retention or loss of credit due to excessive absence.

- a. When a BMHS student has been absent 5% of a school block, or 5% of a single class period, the principal or designee will send the parent/guardian written notice of the fact that the student is in jeopardy of retention or loss of credit due to excessive absence.

In determining whether to deny a student's promotion to the next grade or deny credit, the reasons for the student's absences, the student's academic achievement, the fact that the student submitted make-up work, and other relevant factors will be considered.

If a student is determined to be a habitual truant, the board may expel or disenroll the student. Absence from class for any reason, excused or unexcused, will be considered when making denial of promotion or credit and habitual truancy determinations.

**DEFINITIONS:** The following definitions will govern the districtwide Attendance, Absence, & Truancy Policy.

1. **DESIGNEE:**

The person(s) responsible for enforcing this policy on behalf of this district’s board of trustees and includes the superintendent and each school principal.

2. **HABITUAL TRUANT:**

- a. Any public school pupil who, in the judgment of the board of trustees, or the board's designee, repeatedly has violated the attendance regulations established by the board; or
- b. Any child whose parent/guardian has failed or refused to cause such child to be instructed as provided in Idaho Code, Section 33-202 – School Attendance Compulsory.

3. **ABSENCE:**

Absences from class for any reason, including family convenience, will be counted when the percentage of attendance and consequent eligibility for promotion or credit is being considered. Absence due to school-approved activities will not be counted. (Absences due to school-sponsored activities will be marked as such and considered excused.)

**EXCUSED ABSENCES:**

Excused absences are those absences from school with the written or verbal knowledge and approval of a student’s parent/guardian no later than 48-hours after the absence. Such absences will be counted toward the maximum of nine (9) absences allowed per semester. Excused absences may include, but are not limited to, verified illness or medical treatment, death in the family or death of close friends, and medical or dental professional appointments. Excused absences do not, however, include “opting-out” of the academic standards and testing established by the district or Idaho State Board of Education. Such absences will be considered unexcused.

In order 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.

**UNEXCUSED ABSENCES:**

Unexcused absences are those absences from school without the knowledge and approval of a student’s parent/guardian. Students will be coded truant if their absence from school is unexcused. Unexcused absences include departure from school or class during the school day without the permission of a district official, and “opting-out” of the academic standards and testing established by the district or Idaho State Board of Education. Such absences will be counted toward the maximum of nine (9) absences allowed per semester and will be considered by the board when making denial of promotion or credit and habitual truancy determinations.

**SCHOOL SPONSORED ACTIVITIES:**

A school sponsored activity is defined as those events that are sponsored and supervised by the school. School activities shall be approved in advance by the principal, and designees.

**4. TARDY:**

A tardy is assessed to a student in grades K-12 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 procedures portion of this policy and the school’s student handbook.

- a. BMHS: Collectively any four (4) tardy arrivals to one or more classes are considered as one (1) absence for calculating block attendance.

**5. TRUANT:**

A truancy occurs when a student is absent from class without consent of the parent/guardian or school officials; that absence is marked unexcused. If a student is truant, action pursuant to the school’s student handbook disciplinary policy will apply.

**HABITUAL TRUANT:** (I.C. 33-202 – School Attendance Compulsory, 33-206 – Habitual Truant Defined)

A habitual truant means any student who, in the judgment of the Board, or the Board’s designee, repeatedly has violated this attendance policy and does not meet the ninety percent (90%) attendance requirements of this policy, or any child whose parent/guardian has failed or refused to cause the pupil to be instructed as provided by Idaho Code, Sections 33-202 and 33-206.

Pursuant to Idaho Code, Section 33-207 – Proceedings Against Parents or Guardians, proceedings shall be brought against parents/guardians who failed or refuse to cause the pupil to be instructed as provided by Idaho Code, Section 33-202 and 33-206. Under the provisions of the Juvenile Corrections Act or as otherwise provided, an authorized representative of the Board shall notify in writing the Elmore County prosecuting attorney of student’s name and address and the same of the parent/guardian.

**EXPULSION:**

Pursuant to Idaho Code, Section 33-205 – Denial of School Attendance, the Board may expel, or deny enrollment, a student because (s)he is a habitual truant, as defined by law and this policy. The student will be allowed to continue to attend classes pending the Board’s determination in this matter.

**DISENROLLMENT:**

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

**6. NOTICE TO PROSECUTING ATTORNEY:**

Any child between the ages of seven (7) and sixteen (16) 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 or its designee determines that a student is a habitual truant, whether or not the student is expelled or disenrolled, the Board or its designee, will notify in writing the Elmore County Prosecuting Attorney pursuant to Idaho Code, Sections 33-206 – Habitual Truant Defined and 33-207 - Proceedings Against Parents or Guardians.

**7. PETITION FOR CREDIT(S):** *Does not pertain to BMHS*

All students who miss more than nine (9) days of attendance in one semester may have to petition for credit(s) as outlined in the Attendance, Absence, & Truancy Procedure.



**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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