

## **TRUANCY**

Attendance at school is more than a legal obligation. It is a privilege. Every student of compulsory school age must be in attendance unless otherwise exempted as provided in Idaho Code Sections 33-204, 33-205, or as determined by school authorities.

The absence of a student from class or any portion of a class for any reason other than illness, emergency, or activities which have prior approval of the administration is to be considered an unexcused absence and therefore, an act of truancy.

When a student is absent for any reason except for a school-sponsored or an administration-approved absence, an adequate acceptable written excuse must be provided within two (2) school days following return to school; otherwise, the absence is classified as unexcused and therefore an act of truancy. Parents/guardians, a licensed medical provider, or other responsible persons should provide written excuses for all students except married students and those of age 18 with a current signed parent consent form on file, who may speak for themselves.

Students who miss more than ten (10) days of school per semester may be reported to the Prosecuting Attorney for consideration of filing a complaint against the parent, guardian, or any other person responsible in a Court of competent jurisdiction. Any parent or guardian of a public school student who is found to have knowingly allowed such student to become habitually absent or truant may be found guilty of a misdemeanor.

## **ATTENDANCE POLICY**

This policy criteria is based on the theory that prompt and regular attendance in school is the beginning of dependability in adult business, personal, and social life. Furthermore, regular attendance is important, because valuable skills and information gained in the classroom may or may not show up on tests or be reflected in an academic grade. The general welfare of all students is best served by regular attendance.

The intent of the Board of Trustees is to have students attend school on a regular basis. Regular and consistent attendance results in increased learning. It is also the intent of the Board of Trustees to have the regular classroom teacher present whenever possible. A student's presence in the classroom with the regular teacher contributes to time on task, and time on task contributes directly to learning.

1. Any student absence beyond ten (10) days per semester may mean the loss of credit in those classes missed or grade level retention.
2. An absence, for ANY REASON, other than a school-sponsored or an administration-approved absence will count toward the ten-day (10) limit. School-sponsored or administration-approved absences are:

- A. Those that occur due to school-sponsored activities, since these are considered an equivalent educational experience. These exemptions will apply to students participating in sports events, cheerleading, music-related events, school clubs, academic field trips, and others deemed co-curricular.
- B. Bereavement in the immediate family (grandmother, grandfather, father, mother, sister, brother.) Any extended bereavement may be reviewed by the Building Attendance Committee;
- C. Medical or dental appointment, illness, or hospitalization verified by a licensed medical provider's note which cites specific dates.

These are the ONLY absences which WILL NOT be used in calculating the attendance record.

- 3. Absences which will be counted in the ten (10) day limit will include such areas as: illness, family trips, work days, vacations, visiting friends or relatives, suspensions in and out of school, watching tournaments when not an actual participant, hair or photography appointments, skiing, hunting court appearances, attending concerts, shopping, or any others not mentioned which are unacceptable to the Building Attendance Committee.
- 4. Students will be expected to gather, complete, and submit any and all missing or incomplete class assignments, work, and/or projects. Students will be afforded two (2) days for every one (1) day of absence to complete and submit such assignments, work, and/or projects.
- 5. After five (5) absences from school/class, a letter will be sent to the student's home, indicating the school policy and the number of days missed.
- 6. After seven (7) absences from school/class, a second letter will be sent to the student's home, indicating the severity of the situation and explaining in detail the alternatives for non-compliance.
- 7. Upon the student exceeding the tenth (10<sup>th</sup>) absence, the student may have credit withheld or be denied grade promotion and may be referred to the Building Attendance Committee. If referred, that student, with parental/guardian accompaniment must appear before the Building Attendance Committee. The Building Attendance Committee will consist of the building principal, guidance counselor, and those teachers in whose classes the student has exceeded the allowable number of absences.
- 8. The Building Attendance Committee will review the absence reports to determine if the student will have credit withheld or be denied grade promotion, which will occur

unless extenuating circumstances surface. Extenuating circumstances will be considered by the Building Attendance Committee.

9. The Building Attendance Committee can, after hearing a student/parent/guardian's appeal for attendance waiver, deny credit, or put certain stipulations on a student whose credit or grade promotion will be dependent upon an agreement reached with the student/parents/guardians concerning attendance for the remainder of the semester.
10. Any decision to withhold credit or deny grade promotion can be appealed to the Superintendent by the student/parent/guardian. The student/parent/guardian must request a meeting in writing with the Superintendent within ten (10) school days from the Building Attendance Committee hearing. If student/parents/guardians do not accept the Superintendent's decision, they may appeal such decision through a request of a hearing with the Board of Trustees to be held at the next regularly scheduled Board Meeting. Any request to appear before the Board of Trustees must also be in writing.
11. If the student/parent/guardian appeal is not granted, the student will remain in that particular class for the remainder of the semester with a NO CREDIT (N/C) grade assigned, which will not affect the student's GPA, if the student has a passing grade at the end of the semester. If the student does not have a passing grade at the end of the semester, he or she will receive a failing grade for the semester. If disciplinary issues occur, the student may be suspended per Board policy.
12. If the student/parent/guardian appeal is granted, the student will return to class with the Building Attendance Committee's stipulations. If the stipulations are violated, a loss of credit or grade level promotion will result.
13. The Building Attendance Committee may also make decisions regarding the student's participation in extra-curricular activities.

#### TARDIES

Students in grades 6-12 will serve a lunch detention after three (3) tardies.

For any K-12 student who has reached a total of five (5) tardies, a warning letter will be sent to the student/parent/guardian, and the student will be referred to the Attendance Committee for consideration.

**SCHOOL TRUANCY REFERRAL FORM**

**PART I**

\_\_\_\_\_  
**Student Last Name**                      **Student First Name**                      **Student Middle Name**

**Grade:** \_\_\_\_\_                      **Age:** \_\_\_\_\_                      **Date of Birth:** \_\_\_\_\_

**Sex:** \_\_\_\_\_                      **Race:** \_\_\_\_\_                      **Language:** \_\_\_\_\_

**Mother's/Guardian's Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_                      **Cell Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_                      **City/State:** \_\_\_\_\_                      **Zip:** \_\_\_\_\_

**Father's/Guardian's Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_                      **Cell Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_                      **City/State:** \_\_\_\_\_                      **Zip:** \_\_\_\_\_

**Student resides with:** \_\_\_\_\_

**Address (if different than above):** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**PART II**

**Enrollment Date:** \_\_\_\_\_ **Number of Tardies:** \_\_\_\_\_

**Number of Absences with a Valid Excuse:** \_\_\_\_\_ **Number of Absences without a Valid Excuse:** \_\_\_\_\_

**Dates Student was Absent from School without a Valid Excuse:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Suspension/Expulsion Dates:** \_\_\_\_\_  
\_\_\_\_\_

**Contacts with Parents/Guardians, Actions Taken, and Outcomes (attach additional sheets if necessary):**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Advisory Letter Sent:** Yes \_\_\_\_\_ No \_\_\_\_\_ **Date:** \_\_\_\_\_

**School Representative (person who can testify to the identification of the student, enrollment, keeping of records, and content of records):**

**School Representative Name:** \_\_\_\_\_

**School Representative Phone:** \_\_\_\_\_

**PART III: REFERRING SCHOOL INFORMATION**

**St. Maries Joint School District No. 41**

**School Name:** \_\_\_\_\_

**Name of Building Principal:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_ **City** **State** **Zip**

\_\_\_\_\_  
**(Print name of person submitting report)**

\_\_\_\_\_  
**(Title and Position)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

St. Maries Joint School District No. 41  
P. O. Box 384  
240 S. 11<sup>th</sup> Street  
St. Maries, ID 83861  
Telephone: 208 245-2579  
Fax: 208 245-3970  
Website: <http://www.sd41.org>



*“Committed to Quality Education”*

Benewah County Prosecutor’s Office  
Benewah County Courthouse  
701 West College Avenue, Suite 201  
St. Maries, ID 83861

To the Office of the Benewah County Prosecutor:

This letter is to inform your office of the continued absence of \_\_\_\_\_,  
a student enrolled with St. Maries Joint School District No. 41.

Enclosed is the Truancy Referral Form for the student. I have provided all of the information available on this student and the student’s parent/guardian. This form will be updated if any new information becomes available.

Thank you for your assistance. Please contact me if you have any questions.

Sincerely,

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(Title)

**Policy Cross Reference:**

Board Policy 502.02                      Suspension and Expulsion

**Legal Reference:**

Article IX, §9	Idaho Constitution – Compulsory Attendance at School
Idaho Code 33-202	School Attendance Compulsory
Idaho Code 33-204	Exemption for Cause
Idaho Code 33-205	Denial of School Attendance
Idaho Code 33-206	Habitual Truant Defined
Idaho Code 33-207	Proceedings Against Parents or Guardians

**Policy History:**

Adopted:	11/09/1992
Reviewed:	07/09/2001
Amended:	11/19/2001
Reviewed:	08/12/2002
Amended:	08/12/2002
Reviewed:	08/12/2004
Reviewed:	09/13/2004
Reviewed:	10/11/2004
Amended:	10/11/2004
Reviewed:	10/10/2005
Amended:	10/10/2005
Reviewed:	02/13/2006
Amended:	02/13/2006
Reviewed:	08/20/2012
Amended:	08/20/2012
Reviewed:	09/10/2012
Reviewed:	10/08/2012
Amended:	10/08/2012
Reviewed:	06/08/2015
Amended:	06/08/2015
Reviewed:	07/09/2018
Reviewed:	08/13/2018
Reviewed:	08/27/2018
Amended:	08/27/2018