

# **Mountain Home High School Attendance Policy**

2026-2027

## **Philosophy**

Regular attendance and punctuality are necessary for student learning and achievement. Active participation in classroom learning activities is essential for a comprehensive educational experience; valuable learning opportunities are lost when a student is absent. It is the responsibility of the parent/guardian to aid school authorities in enforcing the attendance policy, while students are expected to attend class regularly and arrive promptly.

## **Absence Information**

- ☐ Students shall be in physical attendance within the classroom to which they are assigned. Students will be counted absent on a period-by-period basis if they are not physically present.
- ☐ Students will be considered tardy within the first 20 minutes of class. They will be considered absent after missing 20 minutes of class.
- ☐ If a student has chronic absenteeism or tardiness, Mountain Home High School has the right to report attendance information to the court system and/or Idaho Transportation Department for suspension of driving privileges as allowed per state law.
- ☐ Petition Process: As per state law, upon receiving the 9<sup>th</sup> absence (excused or unexcused), the student or parent/guardian must petition for reinstatement of credit by writing a letter explaining the reason and providing appropriate documentation. Students with medical situations or other circumstances beyond their control may not be required to petition. Administration will have final say based upon individual student circumstances.
- ☐ Students are not permitted to leave school grounds during instructional hours without obtaining a Permit to Leave from the attendance office. Leaving campus without a Permit to Leave is considered truancy. Parents/guardians must give permission prior to a student leaving campus.

## **Excused Absence**

Parents/guardians are reminded that excused absences are granted for legitimate reasons such as medical appointments, court appearances, and family emergencies. Parents/guardians are encouraged to schedule regular appointments and family activities outside of school time when possible.

- Written communication from the parent/guardian for excused absences is required within 48 hours of the last absence, except for school-related activity absences. A written statement of absence from a healthcare professional, such as from a doctor or dentist, may substitute for parent/guardian communication. Classwork, homework, and exams may be made up within the guidelines for make-up work (see Procedure for Make-Up Work below).

## **Planned or Extended Absences**

Extraordinary absences, such as but not limited to the following, require a prior written request from a parent/guardian (activity teacher, coach, or advisor) to gain approval from the administration. Extended absences require a Leave of Absence form to be completed, signed by teachers, and submitted to MHHS Administration prior to the student's absence. If the absence falls during finals testing, the Leave of Absence form must be submitted at least one week prior to the beginning of finals week.

- Field Trips: Students must be in good behavioral and academic standing (no more than 2 failing grades) to participate in MHHS field trips. This includes (but is not limited to) any excessive attendance policy violations or disciplinary referrals. Unless permission is obtained, students not in compliance with these expectations will be ineligible to attend.
- Illness/Accident/Surgery: Confinement either at home or in a hospital, which can be confirmed in writing by a licensed healthcare professional.
- Professional Appointments: As confirmed by documentation within 48 hours of the absence, in writing by the appropriate licensed professional.
- Court Appearance: Verified by official documentation.
- National or International Activities: Events organized for the purpose of continuing competition or as an extension of an approved school program/contest, or special activities. Advanced approval required.
- Bereavement: Up to five excused days for a member of the immediate family.
- Religious Observances: When participation is required and can be verified by an appropriate church official or document.

## **Truancy**

A truancy is an absence without the consent of the parent/guardian or school officials. Truancies occur when:

- The student is in the building but out of class without permission, (2) the student leaves school grounds without permission, or (3) the parent refuses to excuse an absence.
- Office personnel receive a forged note, or an unauthorized phone call is received.

***A truancy may reduce the opportunity for the credit to be earned through the petition process. Truancies accumulate throughout the semester, and will start over at the semester.***

## **Tardies**

In an effort to develop suitable lifetime skills and limit classroom interruptions, students are expected to be in class on time. Students are allowed seven (7) tardies per quarter before consequences are applied. Consequences will be overseen by the teacher or administration, depending on circumstances. Missing/skipping consequences for tardiness may result in further disciplinary action. There are no excused tardies unless official documentation from a healthcare professional is provided upon check-in; students are allowed a generous number of tardies each quarter to cover unexpected circumstances.

### **Attendance Guidelines**

- Appropriate Records: PowerSchool will be the official record if there is a disagreement relative to a student's attendance.
- Out-of-School Suspension: A student's time spent suspended out of school will count toward their absence count and jeopardize the receipt of credit.
- Withdrawal: If a student has unexcused absences for ten (10) consecutive school days, they will be dropped from the official attendance roster for lack of attendance. Communications will be sent home to the parent/guardian.

### **Procedure for Make-up Work**

Classwork or tests announced while the student was in attendance prior to the absence should be handed in or completed the day the student returns to school. Unless previously arranged with an instructor, a student will be allowed two (2) consecutive school days for each day of an excused absence to make up for missed work.

- Make-up time will not exceed five (5) consecutive school days from the time a student returns to school following an absence unless it has been cleared through administration or their teacher.
- Make-up work is not allowed for unexcused absences, unverified absences, or tardiness. Because of the nature of some participatory classes, make-up work cannot be offered.
- Under NO circumstances will final exams be administered outside of scheduled testing periods without the administrator's permission.

(Subject to Administrative Discretion)