

BLACKFOOT HIGH SCHOOL ATTENDANCE POLICY

Students are expected to attend school every day. Our school is concerned when a student does not show up for a class or the entire day. We know parents also are concerned and want to be informed quickly when a student is absent without permission or is truant. To ensure that our school and parents know when a student is absent or truant as soon as possible, we ask that parents report absences to school within a day. Our school, in turn, will report to parents when a student has missed a class or school on the day of the absence. To ensure parents are notified quickly when a student is absent and to ensure the school knows when a student is absent with or without excuse, our school has established the following procedures:

PARENT, STUDENT, SCHOOL ATTENDANCE EXPECTATIONS

1. Students are expected to attend every class, every day.
2. Students are expected to clear up "excusable" absences through the office.
3. This can be done by having a parent call the office or have a student bring a note BEFORE the absence occurs, or BEFORE the student returns to school.
4. Any absence (from one period to all day) not appropriately cleared through the office is considered truancy.
5. If students need to leave in the middle of the school day, they are required to have parents call to check them out or have a signed note. They need to check out of the office when they leave, and check back into the office when they return.
6. Students are allowed six absences in any given course (no more than 2 may be truanancies). The seventh absence will result in the student not receiving credit for that course. An appeal may be made to the attendance review board to review their case for extraordinary circumstances.
7. Three truanancies in any particular class will result in the student not receiving credit for the course and subsequently having to retake the course without the chance of appeal to the attendance review board.
8. If the absence was a result of teacher error, the student will work that out with the teacher. The teacher will then inform the attendance secretary to make the appropriate changes

PARENT REPORTING ABSENCES TO SCHOOL

- Whenever a student is absent, the parent should call the attendance office on the day of the absence and/or *no later than 24 hours from the absence.*
- Our attendance office phone number is: **208-785-8812**

- This timely notice is important because without it, a student may be incorrectly identified as truant.
- The phone call should include:
 - The student's first & last name, spelling out the last name clearly.
 - The date(s) of the absence(s).
 - The reason for the absence(s).
 - A phone number where parents can be reached.

In the case of an extended absence of two (2) or more days, we ask that you notify the school so we can inform teachers, provide make-up work if requested, and verify that your student is safe. In reporting extended absences, please give details as to the nature of the extended absence and an expected date of return to school. Extended medical illnesses will require documentation from your health care provider.

SCHOOL REPORTING ABSENCES/TRUANCY TO PARENT

- When a student is absent and the school was not notified, we will:
 - Call parents at 10 am, 2 pm, and 6 p.m. that day using an automated calling system. Please make sure the school has your most current contact information.
 - Notify the student of the unverified absence the next school day.
- Update information in Infinite Campus allows parents to monitor attendance, grades, and other information. Please contact the main office for your Infinite Campus login.
- Identify the student for possible follow-up depending on past absences.
- If you have any questions concerning an absence, please contact the attendance secretary during office hours the next day, 7:30 a.m. until 4:00 p.m.

MONITORING ABSENCES, CONSEQUENCES & POSSIBLE LOSS OF CREDIT

Our school and parents expect students to be in school every day it is in session. We recognize that life's events and school activities may make it necessary for a student to occasionally miss a class or an entire day. We identify absences with various codes defined in definition of terms. By coding absences, we are able to use the information to inform parents, identify students who may be having difficulty, and take actions when absences threaten a student's success in school. Furthermore, this coding system is helpful when determining which absences are excused in regard to the credit petitioning for Excessive Absences (explained later in this section).

TRUANCY POLICY

Truancy is defined as student absence from class or school *without* school or parent permission. Our school views truancy as a serious concern and administrators will work with students and parents to change the behavior.

The following steps will take place when students are truant:

- 1st truancy-Administration may contact parents for a conference about the truancy. Students are expected to make up time in detention.
- 2nd truancy-The administrator may choose to assign consequences such as: 3 to 5 days in school suspension (ISS), truancy contract, serving time in detention, Saturday school, notification to parent regarding possible suspension of driving privileges of student (as per Idaho Code 94-303A).
- 3rd truancy-The administrator may choose to assign consequences such as: 3 to 5 days ISS, attendance contract, serving time in detention, notification to parent regarding possible suspension of driving privileges of student (as per Idaho Code 94-303A); possible loss of credit, referral to an attendance court, making up lost time outside the regular school day, or reduction in grade. Student facing loss of credit may appeal. The student may also be referred to the Blackfoot School District Board of Trustees for a formal expulsion hearing.

EXCESSIVE OR CHRONIC ABSENCES

Our goal is for all students to attend school every day. Attendance is monitored daily to identify students with difficulties. Administrators and teachers will work with students and their parents to identify strategies to address the behavior. Students who receive seven (7) absences in any class period within a trimester will face consequences such as:

- loss of credit,
- making up lost time outside the regular school day,
- other action determined by the school administrator or designee based on the individual's situation and need.

Absences which are included as part of the seven (7) excessive absences are:

- Unverified
- Verified
- Truancy

The student will be notified after his or her six (6th) absence that he or she would face consequences for excessive absences and is in danger of losing credit if he or she misses another day. If a student obtains seven (7) or more absences, they have the option to complete "time-for-time" in order to make up lost class time. They also may petition for the lost credit. Students who continue to miss school jeopardize their success in school and also impact other students. When students are enrolled in school, they are assured a space in their classes as well as resources such as textbooks, instructional materials, and other necessary material. If the

student doesn't attend, those resources are not used effectively. Because of this, we've identified a process to handle chronically absent and/or habitually truant students. Students who do not improve their attendance and continue to miss school may be identified as chronically absent and/or habitually truant. School administrators will contact parents to schedule a conference to identify strategies to avoid the student being dropped from school rolls. The student will be dropped from the rolls if he or she is absent for ten (10) consecutive school days without notification from the guardian. If the student returns to school, he or she may be re-enrolled. Students served by homebound teachers will not be included in this procedure.

DENIAL OF CREDIT APPEALS PROCESS

An appeals process is available for students who are denied credit because of excessive absences or truancy. At seven (7) absences - Unverified, Verified, or Truant - the credit denial is assigned and the student may file a petition during the Petition Process at the end of the trimester. Petition forms will be made available during the last two weeks of the trimester. Students will use the form to explain the reasons for the absences, how attendance or behavior has changed, actions taken, and why credit should be granted. A credit petition committee consisting of a building level administrator, a counselor, attendance officer, and teachers will review the application and make a decision. If credit is denied, the student may ask the committee for a face-to-face hearing to appeal the denial. All decisions of the committee are final.

ATTENDANCE INCENTIVE POLICY

In an effort to reward good students with good attendance, BHS students with 2 or less absences (97% attendance) , 2 or fewer tardies, and a B- grade in any class are eligible for the Attendance Incentive. This eligibility allows the student to be exempt from trimester End-of-Course Assessments (ECA). Grades for the class will be calculated as the Term Grade at the end of the trimester, without penalty for the Final exam.

*****Dual Credit, AP, PTE courses may require an ECA for College credit/certifications, therefore may not be included in this incentive policy. Please check with the teacher for specific details of participation in this policy*****

PRE-EXCUSED ABSENCES

These absences include school related events such as athletic competitions, music contests, etc. or planned personal or family absences or emergencies with administrative approval, including medical absences where the student has received assignments and/or participated in test reviews in advance. In the case of these pre-arranged absences, all missed schoolwork (including the missed test) is due the day the student returns to school, with teacher discretion, to extend the deadline.

TARDY POLICY

The Blackfoot School District recognizes that students who are habitually and carelessly tardy to class constitute a serious interruption in the educational process. Students are expected to be in class on time with materials, ready to learn. Teachers are responsible for handling classroom tardies in a reasonable manner and to notify students when they have been marked tardy. At the third tardy, student will be referred to the office for further action which will include:

3rd tardy: 3 days lunch detention

4th tardy: 4 days lunch detention

5th tardy: 5 days lunch detention, behavior contract

6th tardy: 6 days lunch detention, parent meeting w/ administrator

7th tardy: In-school or out-of-school suspension

Periodic hall sweeps will be conducted by administration, and students caught in hall sweeps may be assigned 2 lunch detentions.

If a student fails to attend a detention, 2 additional detentions will be added to assigned days. Continued failure to attend will result in in-school suspension and/or Saturday school.

LEAVING CLASS OR SCHOOL

Blackfoot High School is a *CLOSED CAMPUS* during the school day with the exception of the lunch period. Once a student is in school, he/she will not leave the school (or class) for any reason without checking out through the attendance secretary and contacting his/her parents. Students who leave campus without checking out through the attendance office will be truant. Permission to leave the school will be granted once the attendance secretary has talked to the parent. Students may be excused from class only through the request of the office or another member of the staff.

ASSEMBLIES

All school assemblies are sponsored by the student council and faculty of Blackfoot High School. These assemblies are part of the total educational program. Students, by law, are under the jurisdiction of the school for the entire school day and therefore, are required to attend scheduled assemblies. Truancy will automatically be given to any student not at the assembly. Students who do not show proper respect at assemblies will lose their privilege to attend and will be assigned In-School-Suspension.

ALL STUDENTS MUST ATTEND ASSEMBLIES - IT IS PART OF OUR SCHOOL DAY!

DEFINITION OF TERMS

TARDY:	Student arrives late without a note from an administrator, counselor or teacher.
STUDENT ABSENCE:	If a student is not in class he/she is absent and is to be marked as such.
TEST ABSENCE:	Used when a student is testing: ISAT, ACT, AP, Compass.
UNVERIFIED ABSENCE:	Absence not cleared by parents.
VERIFIED ABSENCE:	Absence which is excused by a parent, court, or administration and submitted to the attendance office within 48 hours of the absence. Verified absence will be recorded by the attendance office. The student is either in class or not. The attendance office is responsible to classify the absence.
TRUANT ABSENCE:	An absence that has not been verified by parents within 48 hours.
MEDICAL ABSENCE:	Absence which is excused by a medical doctor due to due illness and is submitted to the attendance office within 48 hours of the absence. If credit is lost due to medical absence, a student may appeal to the administration to have the credit reinstated.
OUT OF DESIGNATED AREA:	When a student is not in an assigned/approved area