

ABSENCES AND EXCUSES PROCEDURES

ELEMENTARY AND MIDDLE SCHOOL (Grades K - 8)

1. A student who is absent 10 or more days during a grading period may be referred to the Board of Trustees for determination as a habitual truant.
2. To ensure the safety of the student, it is required that parents/legal guardian contact/communicate to the school regarding each day or portion thereof that their child is absent;
3. If a student is to be out of school for an approved extended absence, it is the parent's/guardian's responsibility to make arrangements for assignments with the teacher prior to such absence, understanding that many assignments can only be made up after returning to school. In all absentee cases, class assignments must be completed within the specified time frame for the student to receive credit.
4. Inadequate and unacceptable academic progress due to absences may result in loss of credit and/or retention in the current grade, if appropriate to that particular student
5. Documented notification will be sent to parents from the school when a student has accrued 4, 7 and 10 excused and/or unexcused absences in a grading period.

HIGH SCHOOL (Grades 9 - 12)

1. A student who accrues ten or more periods of absences or trancies at a traditional schedule high school or five at a block schedule high school in any class shall lose credit for the semester. Certain absences may be waived at the discretion of administration. Credit will be reinstated when: a) the student passes an end-of-course assessment (EOCA) in which the student has lost credit, and b) the student has a passing grade for the course. The student may also be referred to the Board of Trustees for determination as a habitual truant.
2. If a student takes the EOCA and consequently loses credit, he/she may appeal to an academic committee if said student feels he/she has the minimum competency in the course work, but that was not reflected in the exam. The exam must be taken before any appeals will be granted.
3. Courses which are performance based, such as music, drama, technology, P.E., professional-technical, aide positions or YVA, may choose to have evaluations in which the student performs or presents a portfolio of the semester work. This work will be judged by the teacher and/or the department.
4. Work missed due to excused absences will be made up at a time to be arranged by the teacher/department. If under unusual circumstances a student takes advantage of the opportunity to make up work and abuses the responsibility of being in attendance at school, make up work may be given less credit at administrative discretion.
5. Documented notification will be sent to parents from the school when a student has accrued 4, 7, 8, 9 and 10 absences in a traditional schedule high school's semester or 2, 4 and 5 absences for a block schedule high school's semester.

ALTERNATIVE SCHOOL

1. Students shall have 90% attendance or better. Students are allowed 5 absences per term. This includes unexcused and excused or a combination of the two.
2. Students exceeding the allotted days of absences in any class may become ineligible for earning credits in those classes. A committee made up of administrators, teachers and counselors will determine exceptions.
3. **TRANSFER STUDENTS:** When students transfer to an alternative school after the semester is in progress, the principal or designee will assess the student's attendance record, in order to determine appropriate action. Total absences may be prorated or an attendance contract may be implemented.
4. **NOTIFICATION/PROCESS:** Parents must receive verbal or written documentation of student progress, i.e., progress report(s) at 4 weeks. Notifications will occur sooner if the student is about to exceed allotted absences. (Documented notification will be sent to parents from the alternative school when a child has accrued 3 and 5 absences in a term.) If a student accumulates more than 5 absences during a term, a parent must be informed by the alternative school staff.
5. **TRUANCY:** Will be filed according to state/district policy for those students under the age of 16.
6. **APPEALS:** Appeals will be limited to the discretion of the principal or designee to students who have documented and/or legitimate illnesses, injuries, pregnancy or other circumstances out of the control of the student.

DEFINITION OF ABSENCES

Excused Absences

An excused absence is one that results when a child misses school for the following:

1. Illness or emergency medical treatment.
2. Death in the immediate family.
3. School-approved activities.
4. Requirement to appear for legal proceedings.
5. Documented family crisis or emergency.
6. All district-approved testing or counseling.
7. Medical appointments that cannot be scheduled outside of the school day.
8. Other unusual circumstances judged by the principal as "excused" on the individual merits of the case.

Unexcused Absences

An unexcused absence is defined as a student:

1. absent without the knowledge and consent of parent/legal guardian, or
2. absent from school after once arriving on the campus, and without knowledge and consent of the school.

Repeated unexcused absences may be cause for disciplinary action, suspension, expulsion or referral to the Board of Trustees for determination as a habitual truant. An unexcused absence results if the following occur, but is not limited to any one listed below:

1. Leaves school without signing out in the office.
2. Is absent from school without prior permission of parents/legal guardian.
3. Is absent from class without permission.
4. Obtains a pass to go to certain place and does not report there.
5. Becomes ill and goes home or stays in the restroom instead of reporting to the office.
6. Has permission to walk home for lunch, becomes ill and remains there without having a parent/legal guardian call.
7. Comes to school but does not attend class.
8. Fails to excuse all absences within two (2) school days of returning to school.

Administration Procedure for Habitual Truants

1. Parent contact should include:
 - a. phone contact
 - b. truancy letters
 - c. parent/administrator/student conference
2. After school detention, lunch detention and/or in school suspension
3. In/out of school suspension may result (up to 5 Days).
4. Driver license prevention or suspension for eligible high school students.
5. Referral to the Board of Trustees for determination as a habitual truant or a case of educational neglect.
6. Request for expulsion may be made in cases of habitual truancy, (see exhibits).

RELEASE TIME PROGRAM

Refer to Policy 678-P

Adopted: April 24, 2000 Reviewed: _____ Revised: October 7, 2013, May 2, 2011
July 6, 2009, February 13, 2009
May 2, 2005 & June 19, 2006

SECTION 500: STUDENTS School District 271 Board Policy. The Board acknowledges all or in part: ©2001 Elaine Eberharter-Maki

RELEASE TIME PROGRAM

SCHOOL DISTRICT 271

PETITION FOR WORK/RELIGIOUS/EXTRAORDINARY RELEASE

APPLICANT'S NAME: _____

STUDENTS NAME: _____ GRADE: _____

RELEASE TIME REQUESTED: _____

FIRST SEMESTER: _____

SECOND SEMESTER: _____

FULL YEAR: _____

EXPLANATION OF REASON FOR REQUEST: _____

STUDENT'S SIGNATURE: _____ DATE: _____

PARENT'S SIGNATURE: _____ DATE: _____
(Legal Guardian)

PRINCIPAL OR DESIGNEE

TO: All Schools and Principals
FM: Superintendent of Coeur d'Alene School District
RE: Habitual Truancy/Educational Neglect Designation

Below is requested information for the District Office regarding student habitual truancy or Educational Neglect designation. This information will be forwarded (by the board clerk) to the courts following Board authorization.

1. _____ Complete information regarding the juvenile (name, date of birth, age), parent/legal guardians, address, and phone number.
2. _____ Official School District policy regarding truancy or specific school policy sanctioned by the district.
3. _____ A specific list with the dates of the absences constituting the truancy request.
4. _____ An explanation of any codes or abbreviations used on any submitted attendance records.
5. _____ A report of measures undertaken by the school to avoid the necessity of court intervention.
6. _____ Include copy of all letters sent and other contact dates with parents and student.
7. _____ Affidavit of Truancy signed by a school official who is an authorized representative of the district OR Affidavit of Educational Neglect signed by a school official who is an authorized representative of the district.

Interventions may include but are not limited to:

- Counseling sessions
- Counselor tracking
- Parent/legal guardian contact
- Administrative counseling
- Summer school
- IDLA options
- Correspondence courses
- Bridge and alternative school
- GED

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K - 8 letter #1 (to be sent home upon the 4th absence in a grading term)

Current Date

Parent Name
Mailing Address
City, State ZIP

Dear Mr. and Mrs. _____,

Our attendance records indicate that (student's name) has been absent for four (4) days of school in this grading period. Since learning builds day by day and class by class, when a student misses any school, whether excused or unexcused, critical elements of learning are missed. Board policy states that all students who reach 4 excused or unexcused absences in a grading term will receive this letter.

If you have any questions, please feel free to call, and we will work together to assure that (child's name) is in attendance the rest of the year.

Sincerely,

Principal/Vice-Principal Name

Total number of absences to date for the _____ school year is _____.

Total number of tardies to date for the _____ school year is _____.

K - 8 letter #2 (to be sent home upon the 7th and/or 10th absence in a grading term)

Current Date

Parent Name
Mailing Address
City, State ZIP

Dear Mr. and Mrs. _____,

Our attendance records indicate that (child's name) has been absent for seven (7) days, in this grading term. Board policy states that all students who reach 7 total excused or unexcused absences in a grading term will receive this letter. It is very important for (child's name) to be in school.

Contact school staff to schedule a meeting with your child's teacher, counselor and/or principal to help strategize ways to increase attendance.

This communication is intended to help provide your child with a quality education. Attendance is important for your child's success in school. If your child continues to be absent, depending on the circumstances, the district may forward this issue to a Truancy Court Hearing with the Prosecutor's Office and Family Court Services.

Sincerely,

Principal/Vice-Principal Name

Total number of absences to date for the _____ school year is _____.

Total number of tardies to date for the _____ school year is _____.

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K - 8 letter #3 (to be sent home upon the 10th absence in a grading term)

Current Date

Parent(s)/Guardian Name
Mailing Address
City, State ZIP

ATTENDANCE REGARDING: Student Name

According to our attendance records, your student has not been in regular attendance at _____ School during the 20__ - 20__ school year. Board policy states that all students who reach 10 total excused or unexcused absences in a grading term will receive this letter.

According to Idaho Code 33-202 "School Attendance Compulsory," students under 16 years of age must be enrolled in and attending a public or private school, or be in an alternative education program. Your student is not attending (school name) on a regular basis, and we have made numerous contacts and attempts to resolve the situation. We may now forward this information to the Board of Trustees for designation of habitual truancy or educational neglect according to Idaho Code 33-207, which states:

Whenever it is determined by the board of trustees of any school district that a child enrolled in public school is a habitual truant, as defined in section 33-206, Idaho Code, an authorized representative of the board shall notify in writing the prosecuting attorney in the county of the child's residence. Proceedings may be brought directly against any parent or guardian of a public school pupil who is found to have knowingly allowed such pupil to become a habitual truant, and such parent or guardian shall be guilty of a misdemeanor.

If you have any questions, please contact the school office personnel.

Sincerely,

Principal/Vice-Principal Name

Total number of absences to date for the _____ school year is _____.

Total number of tardies to date for the _____ school year is _____.

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Venture High School letter #1 (to be sent home upon the 3rd absence in a grading term)

00/00/00

Parent
Address
COEUR D ALENE, ID 83814

ATTENDANCE INFORMATION ON STUDENT

RE: **Three (3) absences**

Dear Parent,

Our attendance records indicate your child has three (3) or more absences in one or more classes during this term. School District #271 requires regular attendance which is of the utmost importance to insure a quality education. A "**loss of credit**" will result when the student accrues six (6) or more absences during the term in one or more classes. School District #271 policy states a student shall not exceed 10% of total days in a term in order to receive credit for a class.

Legitimate documentation for the reason of absence must be presented to office staff on the day of the student's return to school. The note must include who it is from, i.e., doctor, probation, parent, etc. The signed note needs to contain:

- 1) Student's full name,
- 2) today's date,
- 3) time/period missed,
- 4) and the reason for the absenteeism.

Students with unexcused absences will not be eligible to make up work. Failure to provide legitimate documentation may result in a failing grade or loss of credit. Notes will not be accepted from students with absences resulting from leaving campus without signing out.

If you have any questions regarding your student's attendance, please contact Venture High School Office (667-7460) between the hours of 7:30 a.m. and 3:00 p.m., Monday through Friday.

Regards,

Principal, Venture High School

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Venture High School letter #2 (to be sent home upon the 5th absence in a grading term)

00/00/00

Parent or guardian of (Student Name)
Address

ATTENDANCE INFORMATION ON (Student Name)
RE: **Five (5) absences**

Our attendance records indicate your student has five (5) or more absences in one or more classes during this term. School District #271 requires regular attendance which is of the utmost importance to insure a quality education. (Student's Name) has exceeded five (5) absences in one or more their classes. A *"loss of credit"* has resulted due to excessive absences in those classes. Exceptions will be reviewed by a committee.

School District #271 policy states a student shall not exceed 10% of total days in a semester in order to receive a credit for a class. I am regretful to say that your student has not met this requirement in the class that exceeds 5 days for this term.

Regards,

Principal, Venture High School

(Venture High School affidavit letter)

00/00/09

Dear Parent,

Our attendance records indicate your student has excessive absences in one or more classes this semester. Your student has missed 00 classes since your student has started school at Venture High School.

Idaho code 33-207 states: Whenever it is determined by the board of trustees of any school district that a child enrolled in public school is a habitual truant, as defined in section 33-206, and 33-207 Idaho Code, an authorized representative of the board shall notify in writing the prosecuting attorney in the county of the child's residence.

An Affidavit of Truancy has been filed with the Kootenai County Prosecutors Office. According to the Compulsory School Attendance Laws of the State of Idaho, this affidavit must be filed on students under the age of 16 that fail to attend their classes regularly.

School District #271 requires regular attendance which is of the utmost importance to insure a quality education. If you have any questions please contact Venture High School at 667-7460.

Regards,

Principal, Venture High School

High School Letter # 1 (to be sent home upon the 2nd/4th absence in a grading term)

School Name
School Address

Parent or guardian of «StudentName»
«Addr1»
«Addr2»

RE: ATTENDANCE INFORMATION for «StudentName»:

Our attendance records indicate that your child has _____ or more total excused and/or unexcused absences in one or more classes during this semester. Student activities are not regarded as absences by our school or the State of Idaho. School District 271 feels that regular and prompt attendance in classes is of utmost importance to ensure the quality education of the student. A **“loss of credit”** will result when a student accrues _____ or more absences during any semester. In order for credit to be reinstated, the student: 1) must be passing the class; and 2) must take and **pass** the end of course assessment(s). If a student chooses not to take the exam, or is unable to pass the exam the student will receive an “F” in the course.

When sending your student back to school from an excused absence, please send a signed note to the attendance office containing:

- 1) Student’s full name,
- 2) today’s date,
- 3) time/period missed,
- 4) and the reason for the absenteeism.

Notes are to be presented to the attendance office within two (2) school days of the student’s return to campus in order to receive make-up work. Notes will not be accepted from students with absences resulting from leaving campus without signing out.

If you have any questions or concerns regarding your child’s attendance, or would like to schedule a conference with administration, please contact the Attendance Office (phone number) between the hours of 7:00 a.m. and 3:00 p.m., Monday through Friday.

Sincerely,

Principal or Vice Principal’s Name

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High School Letter # 2 (to be sent home upon the 4th/7th absence in a grading term)

School Name
School Address

Parent or guardian of «StudentName»

«Addr1»

«Addr2»

RE: ATTENDANCE INFORMATION for «StudentName»:

Our attendance records indicate that your child has _____ or more total excused and/or unexcused absences in one or more classes during this semester. Student activities are not regarded as absences by our school or the State of Idaho. Regular and prompt attendance in classes is of utmost importance to ensure the quality education of the student. A **“loss of credit”** will result when a student accrues _____ or more absences during any semester. In order for credit to be reinstated, the student: 1) must be passing the class; and 2) must take and **pass** the end of course assessment(s). If a student chooses not to take the exam, or is unable to pass the exam the student will receive an “F” in the course.

When sending your student back to school from an excused absence, please send a signed note to the attendance office containing:

- 1) Student’s full name,
- 2) today’s date,
- 3) time/period missed,
- 4) and the reason for the absenteeism.

Notes are to be presented to the attendance office within two (2) school days of the student’s return to campus in order to receive make-up work. Notes will not be accepted from students with absences resulting from leaving campus without signing out.

All these efforts are designed to avoid the need to involve a Truancy Court Hearing with the Prosecutor’s Office.

If you have any questions or concerns regarding your child’s attendance, or would like to schedule a conference with administration, please contact the Attendance Office (phone number) between the hours of 7:00 a.m. and 3:00 p.m., Monday through Friday.

Sincerely,

Principal or Vice Principal’s Name

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High School Letter # 3 (to be sent home upon the 5th/10th absence in a grading term)

School Name
School Address

Parent or guardian of «StudentName»
«Addr1»
«Addr2»

RE: ATTENDANCE INFORMATION for «StudentName»:

Our attendance records indicate that your child has _____ or more total absences in one or more classes during this semester. Student activities are not regarded as absences by our school or the State of Idaho. Regular and prompt attendance in classes is of utmost importance to ensure the quality education of the student. Because of excessive absenteeism, your son/daughter **has lost credit** in one or more classes. In order to have credit reinstated, your student must:

- 1) be passing the course at the time of the End-of-Course-Assessment (EOCA) is administered;**
- 2) and earn a passing grade (60%) on the End-of-Course-Assessment**

If a student chooses not to take the exam, or is unable to pass the exam, the student will receive an "F" in the course.

According to Idaho Code 33-202 "School Attendance Compulsory," students under 16 years of age must be enrolled in and attending a public or private school, or be in an alternative education program such as Home School. Your student is not attending (school name) on a regular basis, and we have made numerous contacts and attempts to resolve the situation. We may now forward this information to the Board of Trustees for designation of habitual truancy or educational neglect according to Idaho Code 33-207, which states:

Whenever it is determined by the board of trustees of any school district that a child enrolled in public school is a habitual truant, as defined in section 33-206, Idaho Code, an authorized representative of the board shall notify in writing the prosecuting attorney in the county of the child's residence. **Proceedings may be brought directly against any parent or guardian of a public school pupil who is found to have knowingly allowed such pupil to become a habitual truant, and such parent or guardian shall be guilty of a misdemeanor.**

If you have any questions or concerns regarding your child's attendance, or would like to schedule a conference with administration, please contact the Attendance Office (phone number) between the hours of 7:00 a.m. and 3:00 p.m., Monday through Friday.

Sincerely,

Principal or Vice Principal's Name

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IN THE DISTRICT COURT OF THE FIRST JUDICIAL DISTRICT OF THE
STATE OF IDAHO, IN AND FOR THE COUNTY OF KOOTENAI

In the Interest of: _____)
DOB: _____)
A Child Under Sixteen Years of Age)
_____)

**AFFIDAVIT
IN SUPPORT OF FINDING
“HABITUAL TRUANCY”**

(Exhibit 1)

STATE OF IDAHO)
County of Kootenai)

I, _____, being first duly sworn, affirms and says:

1. That I am a _____ with _____ school, District _____, in Kootenai County Idaho and I have personal knowledge regarding the above-named child and the information contained in this affidavit;
2. That I am authorized by the Board of Trustees of School District _____ to make this affidavit;
3. That the above-named child has been enrolled in _____ school since _____, 20____, and I am personally familiar with his/her educational situation;
4. That the above-named child is of a compulsory school age pursuant to Idaho Code §33-202;
5. That I have reviewed the attendance records of the above-named child, which are marked as Exhibit A and attached and incorporated into this affidavit;
6. That the Board of Trustees of School District _____ has determined that the above-named juvenile has repeatedly violated the attendance regulations of School District _____, and therefore is an Habitual Truant as defined in Idaho Code §33-206;

7. That the school's administration has consulted or has attempted to consult with the parents of the child and the school has made reasonable attempts to use alternatives to the filing of a petition, however, these attempts have not been successful;
8. That the school's administration is requesting that a Petition be filed in accordance with Idaho Code §20-510.

Dated this _____ day of _____, 20_____.

STATE OF IDAHO)
) ss.
County of Kootenai)

SUBSCRIBED AND SWORN before me on this _____ day of _____, 20__.

Notary Public for the State of Idaho
Commission Expires: _____

Affidavit in Support of Finding Habitual Truancy (last revised 12-16-08)

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IN THE DISTRICT COURT OF THE FIRST JUDICIAL DISTRICT OF THE
STATE OF IDAHO, IN AND FOR THE COUNTY OF KOOTENAI

In the Interest of:)
)
)
_____)
DOB: _____))
_____))
DOB: _____))
_____))
DOB: _____))
_____))
DOB: _____))
)
A Child/Children Under Sixteen)
Years of Age _____)

AFFIDAVIT
IN SUPPORT OF FINDING
“**EDUCATIONAL NEGLECT**”

(Exhibit 2)

STATE OF IDAHO)
County of Kootenai)

I, _____, being first duly sworn, deposes and says:

1. That I am a _____ with _____ school, District _____, in Kootenai County Idaho and I have personal knowledge regarding the child/children and the information contained in this affidavit;
2. That the child/children have been enrolled in _____ school since _____, 20____, and I am personally familiar with his/her/their educational situation;
3. That the above-named child/children have/has been subjected to educational neglect by the parent(s) or guardian(s) as evidenced by:
 - Failure to enroll the child/children, who is of compulsory school age, in school;
 - Permitting or excusing chronic or habitual truancies;
 - Not attending to the child/children’s special educational needs;
 - Failing to have the child comparably instructed as the child would be in public or private school;
 - Other: _____;

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4. The risk factors associated with educational neglect for the child are: reduced academic achievement, reduced social interaction with peers, greater exposure to inappropriate supervision, greater exposure to drug and delinquent behavior, future reduction in possible career opportunities and wages/salaries, increased risk for unemployment and need for welfare; and greater risk for failing to reach age-appropriate milestones.
5. That the above-named child(ren) is/are in need of the following intervention for his/her/their well-being: A court-ordered investigation to be conducted by the Idaho Department of Health and Welfare, Child Protection Services and/or criminal proceedings brought against the parent(s) or guardian(s)

DATED this _____ day of _____, 20__.

Affiant

SUBSCRIBED AND SWORN to before me on the ____ day of _____, 20__.

Notary Public for Idaho

Commission expires: _____

Affidavit in Support of Finding Educational Neglect (last revised 12-16-08)

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