

Addendum for Minico High School Addendum only:

Minico High School has a 95% attendance requirement. This translates to three (3) absences during a trimester. Building principals have the ability to extend this to four (4) days, if circumstances warrant. If a student has perfect attendance for an entire trimester the principal may consider allowing one additional absence to roll-over to the following trimester.

- Absences: If a student is going to be absent for any reason it is the student's responsibility to notify the school as early as possible. Students under 16 years of age who are absent or tardy beyond the District's 90% attendance requirement will be treated as truant and the proper authorities will be notified. All time must be made up prior to the end of the following trimester for a student to receive credit.
- Failure Due to Attendance: Students who exceeds the above attendance requirements 3 absences in a class during a trimester face receiving Failure Due to Attendance (FA) in that class.
- Make up Time Absences & Tardies: Absences and tardies will be made up in the make-up lab during posted hours. Behavior problems or time off task during make up will result in the student being sent home immediately and referred to administration. Students under 16 years of age who are absent or tardy will be treated as truant and the proper authorities will be notified. The only absences for which make-up time will NOT be assessed are: 1) school activities, 2) attendance at a funeral, 3) a doctor's note or appointment confirmation. Make-up time shall be assigned at one-half of the actual class time missed (i.e, a full day absence will be assessed three (3) hours of make-up time).
- **All missed time must still be made up before credit will be granted. Students not meeting the ninety five percent attendance requirement will not receive credit or be promoted even though they may have passing grades until that the time has been made up. All time must be made up within thirty deays prior to of the end of the following trimester for a student to receive credit.**

~~**Failure Due to Attendance: Students who exceed 3 absences in a class during a trimester face receiving Failure Due to Attendance (FA) in that class.**~~

- Appeals for Credit: Students who wish to appeal the denial of credit must do so by the end of the trimester. Students who are absent more than 5% of the instructional days in a subject matter area may file a written appeal to the school attendance committee through the office of the assistant principal for credit and/or exemption from the attendance policy, due to extraordinary circumstances. Notes from a physician(s) must be attached and returned with the appeal for consideration. The appeals committee will review each appeal form and render their decision. The decision of the appeals committee will be credit granted, credit denied, or the opportunity to make up hours through the Plato Tutorial Program. If the request for credit is denied by the attendance committee, the student has the right to appeal the decision to the

superintendent of schools and, if not satisfied with the decision of the superintendent, the student may request a final appeal with the Board of Trustees. If make-up is approved, the student will have the next trimester (~~12 weeks~~ 4 weeks or 30 days) to make up the hours to receive previously denied credits.

Addendum for Mt. Harrison Jr. /Sr. High School Addendum only:

Mt. Harrison Jr./Sr. High School students have a 95% attendance requirement. This translates to ~~three two (23)~~ absences during a block quarter. Building principals have the ability to extend this to three (3) ~~four (4)~~ days, if circumstances warrant. **If a student has perfect attendance for an entire quarter the principal may consider allowing one additional absence to roll-over to the following quarter.**

- Absences: If a student is going to be absent for any reason it is the student's responsibility to notify the school as early as possible. Students who are absent without notifying the school may be dropped from the session.
- ~~All time must be made up prior to the end of the following quarter for a student to receive credit.~~
- **Students under 16 years of age who are absent beyond the District's 90% attendance requirement will be treated as truant and the proper authorities will be notified.** ~~Tardy~~
- **Make-up Time:** Absences ~~and tardies~~ will be made up in the make-up lab during posted hours. Only time on task will count towards make up time. Behavior problems or time off task during make up will result in the student being sent home immediately and referred to administration. **The only absences for which make-up time will NOT be assessed are: 1) school activities, 2) attendance at a funeral, 3) a doctor's note or appointment confirmation.** Make-up time shall be assigned at one-half of the actual class time missed (i.e, a full day absence will be assessed three (3) hours of make-up time). ~~Students under 16 years of age who are absent or tardy will be treated as truant and the proper authorities will be notified.~~
- ~~All missed time must still be made up before credit will be granted. All time must be made up prior to the end of the following quarter for a student to receive credit.~~
- Appeals ~~For~~ for Credit: Students who wish to appeal the denial of credit must do so by the end of the quarter. Students who are absent more than 5% of the instructional days in a subject matter area may file a written appeal to the school attendance committee through the office of the principal for credit and/or exemption from the attendance policy, due to extraordinary circumstances. Notes from a physician(s) must be attached and returned with the appeal for consideration. The appeals committee will review each appeal form and render their decision. The decision of the appeals committee will be credit granted, credit denied, or the opportunity to make up hours through the Plato Tutorial Program. If the request for credit is denied by the attendance committee, the student has the right to appeal the decision to the superintendent of schools and, if not satisfied with the decision of the superintendent, the

student may request a final appeal with the Board of Trustees. If make-up is approved, the student will have the next quarter (9 weeks) to make up the hours to receive previously denied credits.

- Mt. Harrison High school is a closed campus. Students are to be on campus unless signed out by a parent/guardian. All time missed is subject to the make-up policy.

East Minico and West Minico Middle Schools Addendum only:

East Minico and West Minico Middle Schools have a 95% attendance requirement. . This translates to three (3) absences during a trimester. Building principals have the ability to extend this to four (4) days, if circumstances warrant. . If a student has perfect attendance for an entire trimester the principal may consider allowing one additional absence to roll-over to the following trimester.

- **Absences:** If a student is going to be absent for any reason it is the parent's responsibility to notify the school as early as possible.
- **Absences:** Absences that exceed the 95% attendance policy will be made up at the discretion of the building principal. Behavior problems or time off task during make up will result in the student being sent home immediately and referred to administration. Students who are absent more than 5% of the instructional days may be treated as truant, in which case the proper authorities may be notified.
- **Make-up Time:** Absences will be made up in the office or teacher's classroom if giving the office notice. Only time on task will count towards make up time. Behavior problems or time off task during make up will result in the student being sent home immediately and referred to administration. The only absences for which make-up time will NOT be assessed are: 1) school activities, 2) attendance at a funeral, 3) a doctor's note or appointment confirmation. Make-up time shall be assigned at one-half of the actual class time missed (i.e, a full day absence will be assessed three (3) hours of make-up time).
- **Appeals for Credit:** Parents who wish to appeal the denial of credit must do so by the end of the trimester. Students who are absent more than 5% of the instructional days in a subject matter area may file a written appeal to the school attendance committee through the office of the principal for credit and/or exemption from the attendance policy, due to extraordinary circumstances. Notes from a physician(s) must be attached and returned with the appeal for consideration. The appeals committee will review each appeal form and render their decision. The decision of the appeals committee will be credit granted, credit denied. If the request for credit is denied by the attendance committee, the student has the right to appeal the decision to the superintendent of schools and, if not satisfied with the decision of the superintendent, the student may request a final appeal with the Board of Trustees.



LEGAL REFERENCE: Idaho Code 33-206, 33-506(1)

ADOPTED: January 16, 1996

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