

**TWIN FALLS SENIOR HIGH SCHOOL  
ATTENDANCE POLICY**

ATTENDANCE OFFICE PHONE NUMBER:  
(208) 733-6551 EXTENSIONS 3032 or 3017

Twin Falls High School recognizes the importance of attendance and punctuality to obtain maximum educational opportunities. Frequent absences disrupt the continuity of the instructional process. Students who miss school frequently have difficulty achieving success in the classroom. Students who are absent interrupt the educational process of other students by disrupting the teacher who must provide special attention to those who have been absent.

**ABSENCES**

A student may receive a Failure due to Attendance (FA) grade in a subject when the student is absent in excess of nine (9) times per class per semester. Absence from school for any reason other than school related activities will be counted towards the nine days.

A no credit (NC) option will be available to any student exceeding nine days of absence. If the student remains in the class, improves attendance, and maintains a passing grade, the WF will be changed to NC.

When students are absent from class due to school related activities, it is considered an educational experience and does not fall within the limits of this attendance policy, but it is subject to the school make-up policy.

Parent(s) or guardian(s) will be asked to validate each absence by calling the school attendance office by **10:00 am on the day of their child's absence or by bringing a note to the Attendance office upon returning to school.** All absences must be verified by a parent or legal guardian. Absences that are not verified will be counted as trancies after 48 hours. To reach the attendance office, please dial **(208) 733-6551 Option 1.** You may leave a voice mail message 24 hours a day.

Medical excuses must be verified with a medical note from a doctor in the attendance office within forty-eight (48) hours of the student's return to school. Medical, funeral, and court excuses are not counted as an absence within the Appeals process. Students with a continuing illness will be required to furnish a written statement from the doctor who is treating the condition each school year. This statement should also verify the inclusive dates of treatment and the amount of time required for necessary recuperation and absences from school. This verification must be submitted within forty-eight (48) hours to the school attendance office upon the student's return to school.

**STUDENTS MUST CHECK OUT OF SCHOOL IN THE ATTENDANCE OFFICE AND MAY ONLY LEAVE WHEN THE ATTENDANCE OFFICE HAS PRIOR WRITTEN OR VERBAL PARENT/GUARDIAN APPROVAL.** Failure to follow proper check-out procedures will result in truancy. **When you are counted truant, you may serve one (1) day of in-school suspension or (1) day of lunch detention.**

When six (6) absences have been accumulated by a student, the school will send a letter to his/her parents or guardians explaining the attendance policy, the possible consequences of exceeding its limitation, suggestions for home and school cooperation, and information about prolonged absences (ten or more days) due to serious illness or injury. In case of prolonged absences due to illness the district may provide home instruction with a homebound teacher. Request should be made by the home as soon as possible in order to help the student stay abreast with the progress of their subject or class.

The parent(s)/guardian(s) will be informed by the Attendance Officer when the student has accumulated nine (9) absences and is in danger of receiving a failing grade due to lack of attendance. **The parent(s) or guardian(s) will be required to attend the Appeals meeting with their student unless prior arrangements have been made.** If the decision of the Appeals Board is not accepted, then final appeals will be directed to the Twin Falls Board of Trustees during a regularly scheduled monthly session.

Each Secondary School Appeals Board will be composed of an Administrator(s), at least one classroom teacher appointed by the principal, counselor, and a parent selected by the PTSO. The Appeals Board will convene on an "as needed" basis.

Students may only appeal **once** per school year and will remain on contract for the entire of the school year. The appeals procedure is not intended to be an ongoing class by class, semester by semester process.

### **MAKE-UP POLICY**

It is the belief of the staff of Twin Falls Senior High School that assigned work is given to enhance learning and instill responsibility. Homework requests can be made when a student is absent 2 or more consecutive days in a row.

One (1) day will be given for make-up for each day absent (for any reason) with the following exceptions:

1. Students who are absent (for any reason) the day pre-assigned work is due will hand it in the day they return. Pre-assigned exams will be taken the day the student returns.
2. **Due dates on long term assignments: i.e. term papers, class projects, etc. must be met in spite of absences.**
3. Assignments for school activity absences must be turned in prior to leaving.
4. Variations in the above make up policy may be made at the discretion of the teacher.

### **TARDIES**

In view of the importance of establishing good work habits in students and the disruptive nature of irregular arrival of students to a classroom, the following concepts have been adopted:

1. Tardiness is defined as any appearance of a student beyond the scheduled time that the school day or a class begins.
2. Students who are tardy by twenty (20) minutes or more to school or any class are considered to be absent. The student must have his/her parent (s)/guardian (s) verify this absence. If this absence is not verified, it will become a truancy.
3. Three (3) tardies of less than ten (10) minutes to school or any class become one absence.

Consequences of excessive tardies:

- 3 tardies in one class– 1 day of lunch detention
- 3 tardies in one day– 1 day of lunch detention
- 6 tardies in one class – 1 week of lunch detention or 1 day of PASSroom
- 12 tardies in one class PASSroom – 1 day
- 20 tardies – WISE – 1 day (for every 6<sup>th</sup> tardy beyond 20 will be another day of WISE)