

Maynard Spell  
Principal

Tim Ellinghouse  
Assist. Principal

## West Junior High School

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Phone (208) 854-6450  
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Edward Mowry  
Counselor (9)

Tina Bernoski  
Counselor (8)

Glenn Jones  
Athletic Director

Det. Glenn Rawson  
Resource Officer

Conrad Jonhston  
Counselor (7)

Amy Kinney  
Registrar

Student \_\_\_\_\_

2009-10

### West Junior High School

#### Appeal Letter Information

According to Boise School District Policy, absences are defined as Excused, Unexcused, or Truant:

“Absences from school with the knowledge and approval of a student’s parent/guardian are excused absences, but such absences are counted toward the maximum of nine (9) absences allowed per semester. In order for an absence to be excused, oral or written communication from the student’s parent/guardian should be received within 48 hours of the last day of the absence, except for school approved activity absences.”

In an effort to avoid a ‘Loss of Credit’, the Boise School District Policy has an appeal process.

“Those students, who have valid reasons to believe that all or part of their absences are the result of extraordinary circumstances, may request a review of their case following the attendance appeal process set forth below. Extraordinary circumstances may include, but not limited to, verified illness or medical treatment, death in the family or death of close friends, and medical or dental professional appointments.”

To write an attendance ‘**Appeal Letter**’, the following criteria must be met:

- A letter to the Vice Principal must state the extenuating circumstances why the student missed more than **nine days** in the currant semester.
- A letter must state the parent/guardian is ‘**Appealing for Credit**’.
- A letter must be received **before the end of finals week** for the current semester.

Note: All appeal letters submitted will be individually examined by the following criteria:

1. The student has **Passing Grades** in stated classes.
2. The student has no outstanding **Truancies or Unexcused Absences**.

Please contact Mr. Ellinghouse, Vice Principal, at **854-6450**, or log on to <http://www.boiseschools.org/board/policy/index.html>.

Mr. Tim Ellinghouse  
Vice Principal  
West Junior High School  
Boise School District  
208-854-6450