

ALBANY COUNTY SCHOOL DISTRICT ONE BOARD POLICY	Policy Title: Pupil Attendance	Policy Number: 4006	Adoption Date: September 13, 2017
Section: Pupil Policies		Rescinds: Chap 6, Sec. 6 11/13/02	Review Annually in March/April

1 Pupil Attendance

2 Promptness and regular attendance are essential characteristics for success in life as well as in
3 school. Pupils should make a habit of prompt and regular attendance and avoid all unnecessary
4 absences. Absenteeism creates a loss to the student even when such absence is excused and work
5 is made up. In many cases, this loss is irretrievable.

6 Definitions

7 “Excused absences” shall include approved absences for school-sponsored activities, and approved
8 absence for illness, medical and dental appointments that cannot be held after school, family
9 emergencies, court appearances, and any other pre-arranged absences approved by a school
10 official. A doctor’s verification may be required in cases of illness.

11 “Habitual Truant” means any child with five (5) or more unexcused absences in any one (1) school
12 year.¹

13 “School District Attendance Officer” is the person appointed by the school board whose primary
14 responsibility is the enforcement of Chapter 4, Article 1 of Wyoming State Statute, “Compulsory
15 Attendance”.²

16 “School Official” is the building level administrator or designee who is responsible for tracking
17 and reporting absences of students.

18 “Unexcused absence” means the absence of any child required by this article [Chapter 4, Article
19 1] to attend school when such absence is not excused to the satisfaction of the board of trustees by
20 the parent, guardian, or other person having control of such child;³

21 Pupil Attendance Required

22 Every parent, guardian or other person having control or charge of any child who is a resident of
23 this state and whose seventh birthday falls on or before September 15 of any year and who has not
24 yet attained his sixteenth birthday or completed the tenth grade shall be required to send such child
25 to, and such child shall be required to attend, a public or private school each year, during the entire
26 time that the public schools shall be in session in the district in which the pupil resides.⁴

27 Minimum Attendance Taking Requirements⁵

28 Schools shall take and record attendance to verify and to ensure accurate attendance and
29 membership calculations. In all elementary schools, attendance shall be taken a minimum of two
30 (2) times during the school day; once in the morning and once in the afternoon to verify either
31 half-day or full-day attendance. In middle schools and high schools, attendance shall be taken each
32 class period.

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33 Duties of the school district attendance officer⁶

34 Subject to the policy of the board of trustees, it shall be the duty of each attendance officer to:

- 35 (1) Counsel with students, parents, guardians or custodians and teachers; and to investigate
36 the causes of unexcused absences;
- 37 (2) Give written notice to the parent, guardian, or custodian of any child having an
38 unexcused absence that the attendance of such child at school is required by law. If
39 after such notice has been given, the child has a second unexcused absence, which the
40 attendance officer reasonably believes was due to the willful neglect or failure of the
41 parent, guardian, or custodian of the child, then he shall make and file a complaint
42 against such parent, guardian, or custodian of such child before the district court for the
43 violation of W.S. 21-4-102.
- 44 (3) Notify the district attorney who shall then initiate proceedings in the interest of the
45 child under the Juvenile Court Act [§§ 14-6-201 through 14-6-252] when a child is an
46 habitual truant as defined by this article [policy].⁷
- 47

¹ W.S. § 21-4-101 (a)(ii)

² W.S. § 21-4-103

³ W.S. § 21-4-101(a)(i)

⁴ W.S. § 21-4-102 (a)

⁵ Wyoming State Board Rules and Regulations, Chapter 8, Section 9.

⁶ W.S. § 21-4-104

⁷ W.S. § 21-4-107



Book	Policy Manual
Section	J - Students
Title	Student Attendance
Code	JH R
Status	Active
Adopted	August 16, 1988
Last Revised	June 30, 2020
Prior Revised Dates	2/10/1989; 3/23/1989; 08/22/1991; 08/13/1992; 07/21/1993; 10/09/1997; 08/12/2010

File: JH-R

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE
Box 688
Cowley Wyoming 82420
POLICIES AND REGULATIONS

STUDENT ATTENDANCE

Section 1. Board Philosophy

Regular attendance at school is vitally important to each student as it can directly affect his/her progress academically and his/her development of attitudes and habits for later life. The more absences a student accumulates, the less he or she can be expected to adequately participate in and understand classroom activities. Statistics nationally, as well as directly in this district, verify that students with fewer absences generally earn higher grades and are more successful. Learning to regularly attend and be on time is a tool which is not only beneficial in school but will help students to be successful in college as well as business.

Section 2. Purpose

While keeping records of students is a school function, the primary responsibility for ensuring regular attendance at school rests with the parent and the student. Through the cooperative efforts of parents and the school, it is hoped that each student will develop attendance habits and attitudes which will be helpful to his/her present and future endeavors.

It is the school board's duties to set criteria for receiving credit for classes. To successfully complete a class and receive credit, a student must:

- a) earn a passing grade
- b) have satisfactory attendance as defined by this policy.

Section 3. Process

Being present in class allows a student to receive instruction and offers an environment best suited to master course standards. Each quarter a student can accrue up to 5 attendance points in each period and no more than 20 points in a period for a year. On the 6th point in any class, consequences will be administered.

Consequences for absences past 5 points in any class are as follows:

- 6th Point: One day of lunch detention
- 7th Point: One week of lunch detention
- 8th Point: Attend Friday School
- 9th Point: Failure to earn credit for the class and be considered truant and referred to county authorities.

Parents will be notified about student attendance concerns by the school.

Section 4. Definitions

1. **Absence Point**: The value assigned for each absence from a class period.
2. **Absence Score**: The total value of absence points accumulated by a student in a given class.
3. **Excused Absence**: Parents are responsible for their children before they actually come to school. Parental reasons for keeping a child home from school on a given day are presumed to be valid, and will be considered excused absences. However, parents are expected to provide an oral or excuse to the school for their child's absence.
4. **Unexcused Absence**: Means not attending one or more classes and being unable or unwilling to provide verification of parental approval of the absence, or leaving the school campus or missing a class for any reason without obtaining prior permission from the proper school authority. Students who fail or refuse to do this shall also be subject to regular school disciplinary measures.
5. **Tardiness**: A student arriving in class later than the time set for that class to begin. Tardiness of more than ten (10) minutes shall be counted as an absence for purposes of this policy.
6. **Medical Absence**: Absence from one or more class periods due to medical problems which result in a visit to a health professional's office, clinic, hospital, or the school nurse. A note from the health professional or their secretary must be presented to the school for verification. Students with chronic health problems which re-occur periodically, but which do not require immediate medical attention must have a medical professional's statement on file in that student's school records verifying the condition.

7. **Bereavement Absence:** Absence from one or more class periods due to a death in the student's immediate family. Immediate family shall be defined the same as for district employees in the Board Policy Manual, File: GCBD/GDBD. A maximum of five (5) days per incident shall be allowed for bereavement absence.

8. **School Sponsored Absence:** Absence from one or more class periods as a result of participation in official school sponsored activities as defined in the Board Policy Manual, File: JJ-R, as approved and announced in advance by the school principal.

9. **Legally caused absence:** Absence from one or more class periods due to legal action which may require the student to miss school.

Section 5. Absence Points

Absence Points

Type of Absence	Points
Excused	1
Unexcused	2
Medical	0
Bereavement	0
School sponsored	0
Legally caused	0
Out of School Suspension	1

Section 6. Tardies (Based on each quarter.)

Punctuality is important. Students need to be in the classroom when the bell rings ready for the class period to begin. Students are to get a pass from a staff member if they are detained so they will not be counted tardy in the next class.

Consequences for tardiness to each class are as follows:

1st time: Warning

2nd time: Warning

3rd time: Student receives detention. Parents will be notified.

4th time: Student receives a disciplinary referral. The student is assigned one week of lunch detention. Parent will be notified through discipline referral.

5th time: Student receives disciplinary referral. The office assigns Friday School. Parent will be notified.

6th time: Student receives a disciplinary referral. The student is assigned two days of Friday School. Parent will be notified, and a conference will be held to inform the parent that the next tardy will result in an attendance contract being developed. If the student fails to show up for consequence, it will double.

Section 7. School Attendance Privileges

Students whose attendance or academic status is such that it appears before the end of a quarter that they will not be able to earn credit in a class are still expected to attend that class.

Section 8. Notification

Principals shall develop and implement procedures to ensure that students and parents are given notification of attendance deficiencies, and that accurate records of student attendance are maintained in each school.

Section 9. Truancy

According to Wyoming Compulsory Attendance laws, a habitual truant is any student who accumulates five (5) or more unexcused absences in any school year or accumulates nine or more attendance points in any period during any quarter, or has reached 20 or more absences for any period for any reason in an academic year. When prior meetings, contacts, contracts, and interventions have not been successful, after receiving all attendance documentation, the school may make a referral to the appropriate authorities under the Children in Need of Supervision Act and/or the Department of Family Services. A letter by registered or certified mail and a personal contact will be made to inform parents of this action.

Adopted: 08/16/1988

Revised: 02/10/1989

Revised: 03/23/1989

Revised: 08/22/1991

Revised: 08/13/1992

Revised: 07/21/1993

Revised: 10/09/1997

Revised: 08/12/2010

Revised: 06/30/2020



Book	Policy Manual
Section	J - Students
Title	Student Absences and Excuses
Code	JH
Status	Active
Adopted	October 14, 1976
Last Revised	June 30, 2020
Prior Revised Dates	02/12/1981; 08/22/1985

File: JH

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE
Box 688
Cowley Wyoming 82420
POLICIES AND REGULATIONS
File: JH

STUDENT ABSENCES AND EXCUSES

Regular attendance is of prime importance at all levels in the educational process. All students are expected to attend school in order to maximize the effectiveness of and opportunities provided in the school's educational program. It is the parents' responsibility to see that their children attend school regularly. It is also the parents' responsibility to inform the school when their child will not be in school.

Absences will be excused when they are arranged for in advance with the parents' permission and consent or notification is given by the parent to the school prior to the start of school the day following the absence.

All absences for which the appropriate parental notification and permission is not received will be considered unexcused. Any student who has five (5) or more unexcused absences in any school year will be considered a habitual truant.

School attendance requirements shall be established by the administration and shall be the same for each individual grade. The school may require attendance for purposes of successfully completing and satisfactorily earning a grade in any class. See Board Policy JH-R.

LEGAL REFS.: W.S. 21-4-101; 24-1-4-103; 21-4-104; 21-4-107

Adopted:	10/14/1976
Revised:	02/12/1981
Revised:	08/22/1985
Revised:	06/30/2020



Book	Policy Manual
Section	J - Students
Title	Truancy
Code	JHB
Status	Active
Adopted	April 14, 2020

File: JHB

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE
Box 688
Cowley, Wyoming 82420
POLICIES AND REGULATIONS
File: JHB

TRUANCY

According to Wyoming Compulsory Attendance laws, an habitual truant is any student who accumulates five (5) or more unexcused absences in any school year.

The principal of each school or his designee is the designated attendance officer for that school. The attendance officer shall monitor the attendance of all students. When a student shall have missed five (5) days of school and such absences are unexcused, it shall be the duty of the attendance officer to counsel with the student, parent or guardian in an attempt to improve attendance habits. Should an additional unexcused absence be recorded, the attendance officer shall provide written notice to the parent or guardian that the attendance is required by law. The attendance officer shall also comply with legal requirements of notification of the county attorney of the status of the student as an habitual truant.

Adopted: 04/14/2020

STUDENT ABSENCES AND EXCUSES

Regular attendance is of prime importance at all levels in the educational process. All students are expected to attend school in order to maximize the effectiveness of and opportunities provided in the school's educational program. It is the parents' responsibility to see that their children attend school regularly. It is also the parents' responsibility to inform the school when their child will not be in school.

Absences that are arranged for in advance with the parents' permission and consent or absences where notification is given by the parent to the school prior to the start of school the day following the absence, and absences due to health, illness, or injury of the student or a death or serious injury or illness in the student's family shall be excused. All other absences will be deemed unexcused. Any student who has five (5) or more unexcused absences in any school year will be considered an habitual truant.

School attendance requirements shall be established by the administration and shall be the same for each individual grade. The school may require attendance for purposes of successfully completing and satisfactorily earning a grade in any class. See Board Policy JE/JE-R.

Adopted:

Revised: 5/19/21

STUDENT ATTENDANCE

The Board of Trustees believes that regular attendance at school in every grade is essential if the child is to receive the maximum benefit of the educational program of the school district. Regular attendance at school is also necessary in order to properly plan for the daily activities of each class. Regular attendance and contribution from each student is also beneficial to the education of all other students in class.

The administration shall be responsible for setting forth in student handbooks, attendance requirements and consequences for excessive or unexcused absences.

Every absence of a student from the district, except for school activities, shall require a note or phone call from the parent/guardian or designated adult person responsible for the student. Notification shall be given preferably prior to the absence, but in no event later than two (2) school days following the absence. Any absence from school without the appropriate parental consent and permission shall be considered an unexcused absence.

Wyoming law requires that any student with five (5) or more unexcused absences in one school year be considered a habitual truant. The administration or the designated attendance officer is directed to comply with the law regarding notification of the district attorney when a child has been determined to be a habitual truant.

An unexcused absence is recorded when:

1. A student leaves campus without permission from the principal or the principal's designee, or
2. The student's parent or guardian has not given the school notification within two (2) school days of the absence.

The administration shall develop uniform rules among the various grades as to whether or not and in what manner make-up work may be permitted when there has been an unexcused absence.

Adopted: August 11, 2008

Amended: July 16, 2012 and January 1, 2016

STUDENT ABSENCES AND EXCUSES – Grades K-8

Student absence from school will be judged excused or unexcused on the basis of criteria established in Board policy. The principals involved shall assume the responsibility for the administration of the policy and this regulation under the supervision of the superintendent.

Absence classifications for grades K-8 are as follows:

An excused absence is defined as one for which permission is granted to receive credit for work made up. The pupil shall be required to consult his teachers concerning work missed. The student must make up the work missed in order to receive credit. School work missed because of absence shall be made up on a basis of two days allowed for one day missed. Absence from school will be excused for personal illness and by parental permission. Students who are absent from school must secure admit slips from the principal's office/nurse upon returning to school. If a student does not return from an absence with a parental note, he/she has 3 school days in which to provide parental documentation for an excused absence. Absences not cleared within that time will be recorded as unexcused.

Prearranged absence: If it is necessary for a student to be absent from school for a period of time, and this absence can be foreseen, the student shall make arrangements with the principal's office at least two days prior to the absence. Assignments to be missed must be made up in accordance with the teachers' instructions.

Absence for School Related or Sponsored Activities: Absence for official school activities is not counted as a student absence. The student is responsible, however, for any assignments missed during a school activity. The assignments are to be presented prior to the absence unless other arrangements have been made with the teacher.

Medical absence: Absences based on illness which require attention of a doctor or appointment at the office of a doctor, dentist or other health professional. A note from the health professional or his/her office on their stationery, the principal, or the school nurse must be presented. Notes must be turned into the office within 3 school days of the absence for the absence to be excused.

Unexcused absence (truancy) is defined as an absence of one period or longer without the permission of parents, teacher, or school authorities. Any unexcused absence will result in a loss of credit for any missed classes and shall be subject to disciplinary action which may include written parent notification, detentions, in-school suspension, or suspension from school following proper procedures.

Tardy: Tardies of less than 10 minutes will be handled by the building principal using other disciplinary avenues. Students who arrive late for class by 10 minutes or more will be considered absent for that period.

Adopted: 7/13/76

Reaffirmed: 1/12/77

Revised: 7/15/87 11/14/06

STUDENT ABSENCES AND EXCUSES

Promptness and regularity are essential characteristics for success in life as well as in school. Students shall be expected to make a habit of prompt and regular attendance and to avoid all unnecessary absences. Absenteeism creates a loss to the student even when an absence is excused and work is made up. In many cases, this loss is irretrievable. Good instruction is futile unless the student attends regularly and benefits from such instruction. Regular attendance shall be required as a condition of successful completion of a course for credit.

The following will not count as absences within our attendance policy:

- Absences for official school activities are not counted as an absence.
- Medical absences documented in writing by the health professional, principal, or school nurse.
- Absences due to a death in the immediate family, as family is defined in board policy for school employees.
- Other extreme cases approved through principal.

For all students in grades K – 8 a written notice will be sent to the parents or custodians of the child on the 5th and 8th absences of each semester. All absences following the 8th absence per semester will be counted as unexcused. When the unexcused absences for the year total five (5), the principal of the elementary or middle school is directed by the Board to notify the county attorney stating the child is a “habitual truant” as defined by the Wyoming Education Code. The county attorney will then initiate proceedings in the interest of the child under the Juvenile Court Act as directed by Section 21-4-107 of the Statutes

Any high school student exceeding 10 absence points as hereafter defined in any course during a semester shall not earn credit for that course. This decision will be made by the administration. A student or parent may appeal the denial of credit to the Board of Education. Absences which will not count toward the 10 point absence limitation are: official school activities, verified doctor’s appointments of care, medical absences, or death in the immediate family as family is defined for school employees.

It is the school board’s duty to set criteria for receiving credit for classes. To successfully complete a class and receive credit, a student must:

- a) earn a passing grade
- b) have satisfactory attendance as defined by this policy.

Absences caused by a student earning a trip to either state or national-level participation in a non-school-related function will be reviewed by the administration as an exception to this policy.

Parents may request the building principal grant exceptions to the attendance policy in extreme or extraordinary situations. Parents may appeal the principal's attendance decisions to the Board of Trustees. The appeal must be made to the Superintendent in writing within 5 days of the principal's decision.

Specific absence classification follows on regulation pages for the various school levels.

Adopted:	7/15/87			
Revised:	11/13/90	12/14/99	3/13/01	11/14/06

ATTENDANCE POLICY

The Board of Education and the Administration of Big Horn County School District #4 in recognizing the importance of education and that regular attendance is critical to successful completion of a student's education experience hereby set forth the following policy:

Students attending the schools of Big Horn County School District #4 will be allowed a total of eight (8) sanctioned/allowable absences from school per semester, accumulative in all listed categories of absences:

1. Medical absences.
2. Non-medical absences with parental knowledge and permission.
3. Truancies.
4. Tardies.

This policy should not be interpreted as encouraging eight (8) days of missed school and caution in using these eight (8) days wisely is recommended.

Medical

Medical absences are those, which are the result of personal illness and are determined as medical only when verified by a written statement from a doctor or other state certified or licensed health care professional.

Absences due to illness without a written statement/explanation from a doctor or other state certified or licensed health care professional will count on a day for day basis against the eight (8) allowable absences.

Non-medical Parental Permission

Absences with parental permission and verification are absences, which occur with parent or guardian knowledge and permission, and require a written note from parents or guardians so stating their knowledge of the absence. Such absences count on a day for day basis against the eight (8) allowable absences per semester.

Truancies

Absences, which are not verified in writing by parents or guardians as having been with their knowledge and permission, are considered truancies and count on a one for two basis (one day truant count as two sanctioned absences) against the eight (8) absences per semester. Classes missed in this fashion will result in "O's" and cannot be made up. These absences are sometimes referred to as "cuts, ditching, hooky, skips, etc." and may also result in additional consequences. (See section on truancy)

Tardies

Tardies (being late to class) will count as $\frac{1}{4}$ an absence per occurrence and will be charged against the allowable absences on that basis. Four (4) tardies will be counted as one sanctioned absence in that class. The student will be so notified in writing.

Activities

Absences that occur when attending school sanctioned/sponsored activities as a member of the team or group representing Big Horn County School District #4 will not count against the eight (8) sanctioned absences per semester.

College Visitations

Seniors would be allowed two (2) extra days/semester for college visitations. The college visits will be cleared in advance and documentation be brought back verifying the student did meet with college officials.

Exceptions

These exceptions will not count as to the eight (8) allowable absences:

1. Written statement(s) from a doctor (see medical section).
2. Acts of God.
3. Serious illness or death in immediate family.
4. School related activities.
5. Two days for seniors to visit college(s) campus(s).

Consequences

Students who accumulate more than eight (8) days of absences as defined in this policy in one semester or more than eight (8) absences from a class in one semester will receive "0's" and will not earn credit for all classes so affected.

Notification

Attendance is indicated on all school report cards, which are distributed each school quarter, and should be monitored by all concerned at that time. In addition, parents/guardians will be notified by regular mail when five (5) absences have occurred. Parent/guardian will be notified by certified mail when seven (7) absences have occurred, and a conference with the school administration will be required at that time. Parents/guardians will again be notified by certified mail when more than eight (8) days of absence have occurred and credit is forfeited for a specific class or classes so affected for that semester. Parents/guardians may request a hearing on this decision.

Building Appeal & Review Committee

If a student fails to earn credit as a result of more than eight (8) days absence not excluded under the exceptions section may appeal the loss of credit to this committee. The student will be

Board Policy 8.04 Attendance Policy

Amended: 6-9-09

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expected to submit an application for appeal within the time frame allowed when he/she received official notification of failure to earn credit. The guidance department will provide forms and guidelines for submitting the appeal. The committee shall consist of an administrator, classroom teacher and counselor. Exception to Board Policy will be brought before the Board for approval.

5113 Student Attendance K-12

Campbell County School District maintains high expectations for students regarding attendance as well as achievement. All students enrolled in Campbell County schools are expected to be present for classes unless properly excused.

It is recognized that student absence from school may be necessary under certain conditions. However, every effort should be made by students, parents, teachers and administrators to keep absences and tardies to a minimum.

Student attendance is the responsibility of the parent(s)/guardian(s) and students. Schools and parents must keep each other informed about student absences to ensure that absences are appropriate and properly excused.

ADOPTION DATE: May 25, 1976; Revised July 12, 1988; June 9, 1997: Reviewed June 10, 2008; Revised September 26, 2017

LEGAL REFERENCE(S):

CROSS REFERENCE(S): 5121, 5121-R

ADMINISTRATIVE REGULATION: 5113-R

5113-R Student Attendance - K-12

In all absences, it is the responsibility of the student's parent(s)/guardian(s) to communicate with the school regarding student absences. When practical, it is advisable to let the school know in advance of any planned absences. Campbell County School District recognizes two types of absences: excused and unexcused.

EXCUSED ABSENCES

An excused absence is one in which the School District, with the knowledge of the parent, excuses the absence. The building principal has authority to assess and decide whether the absence is excused or unexcused. Failure to communicate with the school either during the absence or within two school days after the student returns may result in the absence being recorded as unexcused.

A maximum of 10 excused absences will be allowed in any one semester. Each absence beyond 10 excused absences per semester will be unexcused. Exceptions will be made upon receiving certification from a competent medical authority stating specific days to be excused from school. A verified family emergency may also qualify as an excused absence.

In cases of prolonged or chronic illness (more than five consecutive days absent), and prior to the student's return, the student must provide certification from a competent medical authority stating that the student may return to school. If the parent/guardian is unable to provide certification from the student's healthcare provider, the student should be assessed by the school nurse to assure that they no longer meet exclusion criteria. When appropriate, homebound instruction will be considered.

Students submitting make-up work due to an excused absence will be permitted to do assigned work without penalty within a reasonable amount of time as established by each school.

UNEXCUSED ABSENCES

All absences falling into this category are truanancies. A student is considered truant (unexcused) when he/she is absent without the knowledge of the parent(s)/guardian(s) and/or school officials, or if the absence cannot otherwise be excused by the building principal and/or District attendance officer. An "F" grade or equivalent will be recorded for each class and activity missed during the student's truancy.

TRUANCIES

Each building will establish procedures regarding disciplinary action for unexcused absences. The District will establish additional actions for truanancies applying differently to compulsory and non-compulsory students.

Following a truancy, the student will be required to have a conference with the building principal or his/her designee. The parent(s)/guardian(s) are to be notified by phone, when possible, and/or by letter, or by the attendance officer, within 48 hours of the principal/designee administering the consequences for the truancy. Interventions will be taken to establish corrective steps to improve the student's attendance and prevent future truanancies.

Upon the second truancy, the District attendance officer will have a conference with the truant student, his/her parent(s)/guardian(s), and appropriate building staff. At this meeting the attendance officer will explain state statutes regarding truanancies and possible future actions. Upon the third truancy, school personnel will notify the attendance officer who will send a registered letter notifying the parents of the third truancy and the action to be taken on any subsequent truanancies.

Any compulsory student, having not completed the 10th grade, or reaching 16 years of age, who has accumulated five or more days of truancy in any one school year may be referred to the Superintendent by the principal or the attendance officer. The Superintendent will schedule a truancy hearing. Upon conclusion of the hearing, the Superintendent may recommend to the Board of Trustees that the student should be classified as habitually truant.

Any non-compulsory student having completed the 10th grade, or reaching 16 years of age, who has accumulated five or more days of truancy in any one school year will be considered as a continued, willful, disobedient student and as such could be scheduled for an expulsion hearing.

The parent(s), guardian(s), or other person having control or charge of any child under the age of eighteen (18) who has not otherwise notified the district of enrolling their child in a different school district; private school; or home-based educational program, shall be required to meet in person with a school district counselor or administrator to provide the school district with written consent to withdraw their child from school attendance. The written Consent to Withdrawal shall include a separate provision authorizing the release of the student's identity and address to the Wyoming National Guard Youth Challenge Program as established by W.S. 19-9-701 or as may be amended for the sole purpose of recruitment into the Wyoming National Guard Youth Challenge Program.

CONSENT TO WITHDRAWAL

I/We, being the parent(s), guardian(s), or person having control of the following named child:

_____, who is under the age of eighteen (18), but who is either at least sixteen (16) years old or has completed the tenth (10th) grade, do/does hereby give my/our consent to allow the above-named child to withdraw from school. I/We do hereby authorize the school district to release the above-named child's identity and address to the Wyoming National Guard Youth Challenge Program as established by W.S. 19-9-701.

ADOPTION DATE: October 10, 1988; Revised June 9, 1997 (Incorporates former policy 5113.1), Revised July 21, 1999; Revised January 9, 2007; Reviewed June 10, 2008; Minor revision October 28, 2014; Revised September 26, 2017; Revised January 23, 2018

LEGAL REFERENCE(S): W.S. 21-4-101, 102; Rules and Regulations for the School Foundation Program, Chapter 8

CROSS REFERENCE(S): 5113 , 5121 , 5121-R

ADMINISTRATIVE REGULATION:



Book	Policies
Section	Section J - Students
Title	SCHOOL ATTENDANCE
Code	JE
Status	Active
Adopted	May 9, 1996
Last Revised	October 22, 2020
Last Reviewed	October 22, 2020
Prior Revised Dates	6/26/14

Our education program at Carbon County School District One provides our students the necessary skills and knowledge to continue their education at the next level. We also recognize the close relationship between attendance and achievement. The school cannot teach pupils who are absent. Frequent absences disrupt the continuity of the instructional process.

If a student is absent, his/her parent/guardian shall call the school by **10:00 a.m.** to report the student's absence and the reason for being absent. The school telephone numbers are:

Rawlins K-1 Building 307-328-9299
 Rawlins 2/5 Building 307-328-7900
 Rawlins Middle School 307-328-9205
 Rawlins High School 307-328-9280
 Rawlins Cooperative High School 307-328-9250
 Little Snake River Valley 307-383-2185

If parents are unable to phone, the student will bring a note upon his/her return.

Carbon County School District One will send letters of attendance home at 5, 10, and 15 absences for the year. Absences will be clearly defined by student handbooks. School excused absences (such as sports trips) and medically excused absences will not count toward the letter. Any student with ten or more unexcused absences in any one school year may be referred to the Superintendent for determination that the child is a habitual truant. The District, in turn, may notify the County Attorney, who then is to initiate proceedings in the interest of the student under the *Juvenile Court Act*. In addition, Wyoming State

Statute 21-4-101 through 21-4-107 outlines attendance law and allows for the criminal prosecution of any parent, guardian or custodian of any child who willfully fails neglects or refuses to send their child to school.

Medically excused absences can only be documented by a note from a licensed medial provider including a CCSD1 school nurse. A parent call or note will change the absence to Parent Excused. Parent excused absences are counted for the attendance letters.

Carbon County School District One, Rawlins, Wyoming



Book	Policy Manual
Section	Section J
Title	STUDENT ABSENCES AND EXCUSES
Code	JED-R
Status	Active
Adopted	July 16, 1997
Last Revised	August 17, 2020
Last Reviewed	March 18, 2019
Prior Revised Dates	11/16/2015

When a student has been absent from school for reasons other than a medical excuse, a family emergency, or other prearranged absences approved by school principal, the following notification process may occur. The principal may require a doctor's note for some medical/sickness absences. The building Principal will have broad discretion during extraordinary times (such as a pandemic) to eliminate the notifications. The Principal is the only individual at building level authorized to send notifications. However, At any point, educational neglect can be reported to the County Attorney if the school personnel believe that there is a strong case for legal intervention. Absences are for the year.

1. Over 7 days absent – a letter from school to the parent stating concern.
2. Over 12 days absent – a letter of concern regarding the student's attendance will be taken to the Board of Trustees.
3. Over 15 days absent – if it appears to school personnel that a student's parents are neglecting the educational needs of the student; a referral may be submitted to the County Attorney. Educational neglect can be reported to the County Attorney prior to 15 absences if the school personnel believe that there is a strong case for legal intervention.

At any point, the principal may request a conference with parent(s)/student to develop an individualized attendance plan.

APPROVED 7/16/97

Revised: 8/17/09 & 11/16/15

Reviewed: 3/18/19

Revised 8/17/2020



Book	Policy Manual
Section	Section J
Title	STUDENT ABSENCES AND EXCUSES
Code	JED
Status	Active
Adopted	July 16, 1997
Last Reviewed	March 18, 2019

Regular attendance is of prime importance in the educational process. All students are expected to attend school in order to maximize the effectiveness of the school's educational program. Students are responsible for being in their assigned places at the proper time.

Excused absences are those resulting from an illness, student's doctor's appointment or family emergency. Any other absence must be excused through prior arrangement with the office of the principal and with written permission of the parents or legal guardian attesting to a good and sufficient reason in each instance for the student's absence. A doctor's written excuse may be required by the school administration.

APPROVED 7/16/97

Reviewed 3/18/19

Publications**[Home](#) » [STUDENTS](#) » JH - Student Absences and Excuses**

Date: 12/10/2019
ID: JH
Title: Student Absences and Excuses
Summary: Student Absences and Excuses

Revised: 12/10/2019

Code: JH

STUDENT ABSENCES AND TRUANCY

Regular attendance is of prime importance at all levels in the educational process. All students are expected to attend school in order to maximize the effectiveness of and opportunities provided in the school's educational program. It is the joint responsibility of parents and the school for children to attend school regularly. It is also the parents' responsibility to inform the school when their child will not be in school.

Absences will be excused when they have the parents' permission and consent.

Generally the administration shall be responsible for setting forth in student handbooks, particularly in the high school and junior high, attendance requirements and consequences for failure to attend and receiving unexcused absences.

All absences for which the appropriate parental notification and permission is not received will be considered unexcused. Any student who has five (5) or more unexcused absences in any school year will be considered a habitual truant.

The principal of each school or his designee is the designated attendance officer for that school. The attendance officer shall monitor the attendance of all students. When a student has accumulated five (5) unexcused absences, it shall be the duty of the attendance officer to counsel with the student, parent or guardian in an attempt to improve attendance habits. Should an additional unexcused absence be recorded, the attendance officer shall provide written notice to the parent or guardian that the attendance is required by law. The attendance officer shall also comply with legal requirements of notification to the county attorney of the status of the student as a habitual truant.



Book	CCSD2 - Policy Manual - Operations
Section	Section J - Students
Title	Student Absence & Excuses
Code	JED-R
Status	Active
Adopted	May 27, 1992
Last Revised	December 13, 2018

When a student enrolled in Converse County School District No. 2 has missed eight (8) or more classes in any semester, this equates to 10% of the total class time. We believe that except in exceptional circumstances, when a student misses more than eight (8) classes in any one semester, that there has not been adequate participation in the class to receive credit. Although a student, under this policy, may be absent for any reason, for up to eight (8) times without losing credit, this is not to be considered a grant to be absent in any case where absence is avoidable; therefore, any absence except those for school activities will be recorded as a chargeable absence. All out of school suspension shall be considered chargeable absences.

General Procedures

Definitions:

Tardy: Any student who is not in class by the time the final bell signifying the start of class rings shall be tardy unless a written note excusing the tardy is provided by the administrator and/or designee.

Absence: An absence means not being in attendance at any class in which the student is enrolled but shall not include an absence as a result of participation in school activities.

Excused Absence: Notification of a planned absence may be given before the absence or the day of the absence. An excused absence is when a note or phone call from a parent is given to the school within three (3) school days following the absence.

Unexcused Absence: An unexcused absence is an absence for which notification required for an absence to be excused is not received within three (3) school days following the absence.

Truancy: Absence which indicates a willful and premeditated violation of attendance regulations for pupils.

Habitual Truancy: Means any child with five (5) or more unexcused absences in any one (1) school year (W.S. 21-4-101).

Absences

After a student is absent (regardless of whether it is excused or unexcused) from any one or more classes for a total of five (5) times during the semester, the principal and/or designee shall schedule a conference between the principal, the student and the student's parents to discuss the absences, the importance of attendance and the attendance policy.

After the student has been absent (regardless of whether it is excused or unexcused) for eight (8) days for any class or classes during the semester, the parent and student shall be given a final notice of the number of absences and that any further absences will result in a loss of credit in that class for the semester at the high school, unless a credit loss waiver is granted or an individualized attendance plan is completed.*

CREDIT REDUCTION: The amount of credit high school students receive in each course is dependent upon their attendance in that course. Credit will be reduced for excessive absence whether or not the work has been made up. Work is made up to preserve a grade and to enable the student to receive some credit. Credit will not be reduced for classes missed while officially representing the school; however, makeup work should be required by the teachers involved.

Semester - 75 & 77 Days

Missed Days	Credit Earned
0-8	.5
9+	0

Credit reduction will apply in all cases unless other arrangements are made through the principal and/or designee. Usually, exceptions will be made only in the case of extended illness (three or more days in duration), death in the immediate family, and regular doctor or dental appointments and when the student's classwork can be made up.

A credit loss waiver must be requested within one week after the applicable absence occurs, or no waiver will be issued.

*Final notice for K-8 students will be given to the parent(s) and student and will result in the student making up excessive absences during Friday School, and/or referral to Department of Family Services, unless a waiver is granted.



Book	CCSD2 - Policy Manual - Operations
Section	Section J - Students
Title	Student Absences & Excuses
Code	JED
Status	Active
Adopted	May 11, 1984
Last Revised	May 27, 1992

The mission of Converse County School District No. 2 is to ensure quality educational experiences which enhance the lifelong learning process and help prepare each student to be a responsible, contributing member of society.

Regular attendance is of prime importance at all levels in the education process. All students are expected to attend school regularly in order to maximize the effectiveness of the opportunities provided in the school's educational program. It is the parents' responsibility to see that their children attend school regularly. It is also the parents' responsibility to inform the school when their child will not be in school.

It is the responsibility of every student to attend all scheduled classes and to keep absences to an absolute minimum. Frequent absences disrupt the continuity of the instructional process, not just for the absentee, but for the other students as well. Everyone loses when someone is not present because students also learn from the discussions, views, talents, and experiences of their fellow students. The school cannot teach pupils who are absent.

Legal	W.S.21-4-101 through 21-4-107
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Student Attendance

JED

Recognizing the relationship between good attendance and achievement, it will be the policy of the Board of Trustees to promote good attendance.

EXCUSED ABSENCES

An excused absence is one in which the school district, with the knowledge of the parent, excuses the absence. The building principal has authority to assess and decide whether the absence is excused or unexcused. There are two types of excused absences, those with prior notice and those without prior notice.

Absences with prior notice:

Written notice provided within a reasonable amount of time (24-hour minimum notice is recommended so teachers and student can prepare for the absence.)

Absences without prior notice:

- Illness of the student
- Family emergency & accidents, emergency room treatment, or other emergency situations that necessitate the immediate absence of the student

In all absences in this category, it is the responsibility of the student's parent or legal guardian to contact the school each day the student is absent, explaining the absence. If this is not possible, the student is required to provide a written statement from the parent or guardian, giving an explanation for the absence, upon the students' return to school. Failure to communicate with the school either during the absence or within two school days after the student returns may result in the absence being recorded as unexcused.

A maximum of **8** excused absences will be allowed in any one semester. Each absence beyond the **8** excused absences per semester will be unexcused. Exceptions will be certification from a doctor, orthodontist, dentist, school nurse, or medical clinic stating specific days to be excused from school or a verified family emergency.

In cases of prolonged or chronic illness (more than five consecutive days absent), prior to the students' return, the student must provide certification from a medical authority (as stated above), stating he/she is free from the disease or the disease has passed the communicable stage. When appropriate, homebound instruction will be considered.

Students submitting make-up work due to an excused absence will be permitted to do assigned work without penalty within a reasonable amount of time as established by each school.

UNEXCUSED ABSENCES

All absences falling into this category are trancies. A student is considered truant (unexcused) when he/she is absent without the knowledge of the parent/guardian and/or school officials, or if the absence cannot otherwise be excused by the building principal. An 'F' grade or equivalent will be recorded for each class and activity missed during the student's truancy.

Truancies:

Each school will establish procedures regarding disciplinary action for unexcused absences. The district will establish additional actions for truancies applying differently to compulsory and non-compulsory students.

When a student is truant, upon his/her return, the student will be required to have a conference with the building principal or his/her designee. The parents/guardians are to be notified by phone, when possible, and/or by letter, within 48 hours of the principal/designee administering the consequences for the truancy. Interventions will be taken to establish corrective steps to improve the students' attendance and prevent future truancies.

Compulsory Students:

Compulsory students are those who have not completed the tenth grade or have not reached 16 years of age. Upon the second truancy, the principal will have a conference with the truant student, his/her parents, and appropriate building staff. At this meeting, the principal will explain state statutes regarding truancies and possible future actions. Upon the third truancy, the principal will send a registered letter notifying the parents of the third truancy and the action to be taken if a fifth truancy should occur.

Any student who has accumulated five or more days of truancy in any one school year will be referred to the superintendent by the building principal. The superintendent will schedule an informal hearing. Upon conclusion of the hearing with the parties of interest, the superintendent may recommend the student be classified as a habitual truant and reported to the county attorney's office. The superintendent can request court intervention as per W.S. 21-4-106.

Non-Compulsory Students:

Non-compulsory students are those who are not yet 7 or who are 16 and older or who have completed the tenth grade. Upon the third truancy, the principal/designee will have a conference with the truant students, his/her parents, and appropriate building staff. At this meeting, the principal/designee will explain future consequences for continued truancy. Upon the fourth truancy, the principal/designee will send a registered letter notifying parents of the fourth truancy and the action to be taken if a fifth truancy should occur.

Any non-compulsory student who has accumulated five or more truancies in any one school year will be considered as a continued, willful disobedient student and as such could be scheduled for an expulsion hearing.

Legal References: W.S. 21-4-101, 102; Rules & Regulations for the School Foundation Program, Chapter 8

Cross References: 5133,5121,5121-R

Adopted: September 19, 1991

Revised: April 22, 2013

Revised: November 19, 2018



Book	District
Section	J - Students
Title	STUDENT ABSENCES AND EXCUSES PROCEDURES
Code	JED-R
Status	Active
Adopted	May 17, 2011

In order to adequately document and respond to frequent student absences and tardies the following procedures shall be followed:

Tier 1 BUILDING LEVEL PROCESS

1. Student Services Secretary (SSS) calls parent/guardian on all unverified absences and tardies and records the information in the student data system (Infinite Campus).
2. At the third unverified absence or fifth unverified tardy, the SSS sends a letter to the Parent. This is generated from Infinite Campus. The SSS also informs the principal that the student is of concern.
3. At the fourth and fifth unverified absence or eighth and ninth tardy, the SSS informs the Principal and they or a designee (social Worker, counselor, etc.) contact the parent/guardian to explain the concerns.
4. At the sixth unverified absence or the tenth unverified tardy, Form 1 from the District Share File is completed and submitted to the Dropout Prevention Coordinator. Form 1 (found on the BIT-RTI Share file) documents the specifics of the contact with the parent/guardian and child. See JED-E

Tier 2 DISTRICT LEVEL PROCESS

1. When a building submits the Form 1 to the Dropout Prevention Coordinator, the Coordinator sends a letter to the parent/guardian with a SARB (Student Attendance Review Board) invitation
2. The Coordinator completes the referral process to the SARB and establishes meeting time(s).
3. The Coordinator determines the need for the BIT (Building Intervention Team) involvement based upon the extenuating circumstances of each case.

Tier 3 COUNTY ATTORNEY, DEPARTMENT OF FAMILY SERVICES REFERRAL PROCESS

1. The Coordinator reviews the documents from the SARB process.
2. The Coordinator presents case material to the County Attorney or Department of Family Services for legal action when appropriate.



Book	District
Section	J - Students
Title	K-8 STUDENT ABSENCES AND EXCUSES
Code	JE-R
Status	Active
Adopted	May 1, 2010

Fremont County School District #1 K-8 Schools

The Board of Trustees of Fremont County School District One accepts the responsibility for providing district students with the best possible education.

Regular attendance by all students is of prime importance in the educational process and their ability to maximize the effectiveness of the school's educational program. Therefore, it is the responsibility of the student to attend all classes and to keep absences to an absolute minimum. Accountability for all absences lays with the student and his/her parents or guardians.

The parent or guardian of the student should verify/excuse the student's absence on the day of occurrence and if the necessity should arise for a long-term absence, the parent or guardian will make prior arrangements with their student's respective building principal or attendance officer.

Any absence that is not verified/consented to by the parent/guardian providing either written or verbal consent to the student's school within forty-eight (48) hours of the absence will be deemed unexcused regardless of whether or not the absence would otherwise have been excused if proper notice had been given. In order to confirm the identity of a parent desiring to excuse a student by telephone call, the school may ask for additional identification information.

The purpose of this regulation is to bring about regular attendance, to define unexcused absences and to regulate and define habitually truant behavior.

All students enrolled in Fremont County School District Number One will be expected to be present for classes unless properly excused. To be considered an excused absence, the absence must:

1. be a medically verified absence;
2. be due to religious observances;
3. be to attend a funeral/bereavement;
4. be not more than six (6) absences in a semester which are not excused for any of the above reasons; or
5. absences exceeding six (6) which are otherwise not excused resulting from exceptional circumstances with written pre-approval by the Principal.

All other absences shall be considered unexcused. A student is considered truant (unexcused) when he/she is absent and the reason for the absence does not meet one of the above categories or if the absence has not been verified within 48 hours. If a student has accumulated five (5) or more unexcused absences in a year, the student will be classified as a "habitual truant".

In order for an absence to be medically verified, parents/guardians must within forty-eight (48) hours of the absence, contact the School District health office and have the absence approved by the school nurse or provide the School District with verification from either Public Health or a doctor verifying the medical need for the absence.

Students who have arrived tardy to school more than ten (10) times in a semester will also be deemed habitually truant.

If a student is habitually truant, the student and student's parents shall be referred to the County Attorney as required by State law, but may be given the option of addressing the absence problem with the Student Attendance Review Board (SARB). The Truancy and Dropout Prevention Coordinator will notify the Superintendent and parents that the SARB and County Attorney have been contacted regarding the habitual truancy of students who have not attained their sixteenth birthday or completed the tenth grade. Parents who elect the option of dealing with the SARB rather than the County Attorney and the criminal process will be required to execute appropriate waivers and releases allowing the School District to share attendance and grade

information with the SARB in order that they can meet with the student and parents to work out an appropriate resolution to the attendance problem. The School District will in a separate Memorandum of Understanding set forth an agreement as to the appropriate parties to constitute the SARB and the responsibilities of each of the parties constituting the SARB as well as the student and parents who agree to address the student's attendance problems utilizing the SARB.

School administration may challenge any nonfactual/questionable excuses if there is reliable information that the student was not sick as reported or not where the parent/guardian indicated the student was as stated in the written, verbal or telephoned excuse during the school hours the absence occurred.

Extenuating circumstances to this regulation may be reviewed by the building administrator.

Legal references: WS 21-4-102, WS 21-4-103, WS 21-4-104, WS 21-4-105, WS 21-4-106, WS 21-4-107.



Book	District Policy Manual
Section	SECTION J: STUDENTS Section J of the NEPN/NSBA classification system contains policies, regulations, and exhibits on students -- admissions, attendance, rights and responsibilities, conduct, discipline, health, and welfare, and school-related activities.
Title	JH - Student Absences and Excuses
Code	JH
Status	Active
Adopted	September 20, 2011
Last Revised	June 15, 2021
Last Reviewed	June 15, 2021

Code: JH

STUDENT ABSENCES AND EXCUSES

Regular attendance is of prime importance at all levels in the educational process. All students are expected to attend school in order to maximize the effectiveness of and opportunities provided in the school's educational program. It is the parents' responsibility to see that their children attend school regularly. It is also the parents' responsibility to inform the school when their child will not be in school.

. Absences that are arranged for in advance with the parent's permission and consent or absences where notification is given by the parent to the school prior to the start of school the day following the absence, and absences due to health, illness, or injury of the student or a death or serious injury or illness in the student's family shall be excused. All other absences will be deemed unexcused.

Any student who has five (5) or more unexcused absences in any school year will be considered an habitual truant.

School attendance requirements shall be established by the administration and shall be the same for each individual grade. The school may require attendance for purposes of successfully completing and satisfactorily earning a grade in any class.

See Board Policy JE/JE-R.

Adoption Date: September 20, 2011

Amended Date: June 15, 2021



Book	District Policy Manual
Section	SECTION J: STUDENTS Section J of the NEPN/NSBA classification system contains policies, regulations, and exhibits on students -- admissions, attendance, rights and responsibilities, conduct, discipline, health, and welfare, and school-related activities.
Title	JE-R - High School Attendance Policy Procedures
Code	JE-R
Status	Active
Adopted	September 20, 2011
Last Revised	November 17, 2015

Code: JE-R

HIGH SCHOOL ATTENDANCE POLICY

It is the school board's duties to set criteria for receiving credit for classes. To successfully complete a class and receive credit, a student must:

- a. earn a passing grade
- b. have satisfactory attendance as defined by this policy.

When a student has missed ten (10) or more classes in any semester, this equates to more than 10% of the total class time. The board believes that except in exceptional circumstances when a student misses more than ten (10) classes in any one semester, that there has not been adequate participation in the class to receive credit. Although a student, under this policy, may be absent for any reason, for up to ten (10) times without endangering their ability to earn credit, this is not to be considered a grant to be absent in any case where absence is avoidable; therefore, any absence except those for school activities will be recorded as an absence. All out-of-school suspensions shall be considered chargeable absences.

GENERAL PROCEDURES:

Definitions:

Tardy: Any student who is not in class by the time the final bell signifying the start of class rings shall be tardy unless a written note excusing the tardy is provided by another teacher or administrator. Classroom teachers will handle the issue of student tardiness through their classroom rules as identified in the class syllabus.

Absence: An absence means not being in attendance at any class in which the student is enrolled but shall not include an absence as a result of participation in school activities. College visitations by seniors will not count as an absence.

Excused Absence: An excused absence is when a note or phone call from a parent is given to the school before school starts on the day of the absence or on the day following the absence.

Unexcused Absence: An unexcused absence is an absence for which notification required for an absence to be excused is not received prior to start of school on the day following the absence.

ABSENCES:

1. When a student is absent between two (2) and five (5) times during any semester, and the teacher determines that the absences are affecting the student's progress toward earning credit for the class, the teacher shall contact the parent or guardian to notify them of the importance of regular attendance. Documentation of this contact will be given to the building principal.
2. When a student is absent between five (5) and eight (8) times during any semester, the teacher shall contact the parent or guardian to notify them of the importance of regular attendance and, if necessary, arrange time either before or after school to assist with make-up work. Documentation of this contact will be given to the building principal.
3. When a student is absent for a total of nine (9) times during any semester, the principal shall send written notification to the student and parent or guardian stating the class or classes which the student has been absent from for nine (9) times specifically notifying the parent of the importance of good school attendance and informing them that more than ten (10) absences may result in an inability to earn credit in that class for the semester.
4. Any student who is absent from class more than ten (10) times during the semester may request an attendance hearing to keep the class credit. The student may be allowed to remain in class pending the hearing. The hearing shall be scheduled within three (3) school days beginning with the day the attendance hearing is requested. The student and his parent or guardian shall be required to attend the hearing along with the building principal. If the student and parent or guardian can demonstrate that the eleventh absence was due to extenuating circumstances that could not be prevented including hospitalization, required medical, dental, orthodontic, or optometric care that could not be scheduled after school, serious illness, family emergency or other emergency which the principal believes warrants continuation of class credit, then the principal, in consultation with the classroom teacher, may grant an exception to the attendance policy. The principal as a condition to granting these exceptions may require that the parent or student enter into a written agreement between the principal and parents or students, any subsequent absence shall result in an inability to earn credit, however, the student may request a subsequent attendance hearing in which event the same procedures as set forth above shall be followed.
5. In the event of the principal's determination to withhold credit from a student under this policy, and subsequent to an attendance hearing, the parent or guardian, if they have complied with the attendance hearing process may appeal the principal's decision to the superintendent. In the event the parent/guardian and/or student desire to appeal the principal's determination, they shall do so in writing to the superintendent within five (5) days after the final determination of the principal.
6. In the event of the superintendent's determination to withhold credit from a student under this policy, and subsequent to an attendance hearing, the parent or guardian, if they have complied with the attendance hearing process may appeal the superintendent's decision to the board of trustees. The board shall take the appeal matter up at their next regularly scheduled board meeting held after receipt of the notice of appeal unless the matter is sooner scheduled to be heard at a special meeting. The board shall hear the appeal by allowing both sides to discuss the circumstances of the absences with the board and to call whatever witnesses either side desires. While the appeal is pending, the student shall be permitted to remain in the class. The board's determination shall be final.

Amended: November 17, 2015



Book	District Policy Manual
Section	SECTION J: STUDENTS Section J of the NEPN/NSBA classification system contains policies, regulations, and exhibits on students -- admissions, attendance, rights and responsibilities, conduct, discipline, health, and welfare, and school-related activities.
Title	JE - STUDENT ATTENDANCE
Code	JE
Status	Active
Adopted	September 20, 2011
Last Revised	November 17, 2015

Code: JE

STUDENT ATTENDANCE

The Board of Trustees believes that regular attendance at school in every grade is essential if the child is to receive the maximum benefit of the educational program of the school district. Regular attendance at school is also necessary in order to properly plan for the daily activities of each class. Regular attendance and contribution from each student is also beneficial to the education of all other students in class.

Generally the administration shall be responsible for setting forth in student handbooks, particularly in the high school and junior high, attendance requirements and consequences for failure to attend and receiving unexcused absences.

Every absence of a student from the district except for school activities shall require a note or phone call from the parent/guardian or designated adult person responsible for the student within the district, which shall be given when possible prior to the absence, but in no event later than prior to the start of school on the day following the absence. Any absence from school without the appropriate parental consent and permission shall be considered an unexcused absence.

Wyoming law requires that any student with five (5) or more unexcused absences in one school year be considered a habitual truant. In the case of a habitual truant the administration or the designated attendance officer is directed to comply with the law regarding notification of the district attorney when a child has been determined to be a habitual truant.

The administration shall develop uniform rules among the various grades as to whether or not and in what manner make-up work may be permitted when there has been an absence.

Amended: November 17, 2015



Book	District Policy Manual
Section	SECTION J: STUDENTS Section J of the NEPN/NSBA classification system contains policies, regulations, and exhibits on students -- admissions, attendance, rights and responsibilities, conduct, discipline, health, and welfare, and school-related activities.
Title	JHB - Truancy
Code	JHB
Status	Active
Adopted	September 20, 2011
Last Revised	September 20, 2011

Code: [JHB](#)

TRUANCY

According to Wyoming Compulsory Attendance laws, an habitual truant is any student who accumulates five (5) or more unexcused absences in any school year.

The principal of each school or his designee is the designated attendance officer for that school. The attendance officer shall monitor the attendance of all students. When a student shall have missed five (5) days of school and such absences are unexcused, it shall be the duty of the attendance officer to counsel with the student, parent or guardian in an attempt to improve attendance habits. Should an additional unexcused absence be recorded, the attendance officer shall provide written notice to the parent or guardian that the attendance is required by law. The attendance officer shall also comply with legal requirements of notification of the county attorney of the status of the student as an habitual truant.

Adoption Date: September 20, 2011

STUDENT ABSENCES AND EXCUSES

Regular attendance is of prime importance at all levels in the educational process. All students are expected to attend school in order to maximize the effectiveness of and opportunities provided in the school's educational program. It is the parents' responsibility to see that their children attend school regularly. It is also the parents' responsibility to inform the school when their child will not be in school.

Absences that are arranged for in advance with the parents' permission and consent or absences where notification is given by the parent to the school prior to the start of school the day following the absence, and absences due to health, illness, or injury of the student or a death or serious injury or illness in the student's family shall be excused. All other absences will be deemed unexcused. Any student who has five (5) or more unexcused absences in any school year will be considered an habitual truant.

School attendance requirements shall be established by the administration and shall be the same for each individual grade. The school may require attendance for purposes of successfully completing and satisfactorily earning a grade in any class. See Board Policy JE/JE-R.

Adopted:

Revised: 5/19/21



Book	Policies and Procedures
Section	J. Students
Title	STUDENT ABSENCES AND EXCUSES
Code	JED
Status	Active
Adopted	November 11, 1998
Last Reviewed	April 15, 2015

Generally the administration shall be responsible for setting forth in student handbooks, particularly in the high school and middle school, attendance requirements and consequences for failure to attend.

Normal excused absences are those resulting from illness of the student or family emergency. Any other absence must be excused through prior arrangement with the office of the principal and with permission of the parents/guardian.

Every absence of a student from the district except for school activities shall require a note or phone call from the parent/guardian or designated adult person responsible for the student within the district, which shall be given preferably prior to the absence, but in no event later than prior to the start of school on the day following the absence. Any absence from school without the appropriate parental/guardian consent and permission shall be considered an unexcused absence.

Wyoming law requires that any student with five (5) or more unexcused absences in one school year be considered a habitual truant. In the case of a habitual truant the administration or the designated attendance officer is directed to comply with the law regarding notification of the district and/or Tribal prosecuting attorney when a child has been determined to be a habitual truant.

The administration shall develop uniform rules among the various grades as to whether or not and in what manner make-up work may be permitted when there has been an unexcused absence.

[JED__Student_Absences_and_Excuses.pdf \(74 KB\)](#)

STUDENT ABSENCES AND EXCUSES

Regular attendance is of prime importance at all levels in the educational process. All students are expected to attend school in order to maximize the effectiveness of and opportunities provided in the school's educational program. It is the parents' responsibility to see that their children attend school regularly. It is also the parents' responsibility to inform the school when their child will not be in school.

Absences that are arranged for in advance with the parents' permission and consent or absences where notification is given by the parent to the school prior to the start of school the day following the absence, and absences due to health, illness, or injury of the student or a death or serious injury or illness in the student's family shall be excused. All other absences will be deemed unexcused. Any student who has five (5) or more unexcused absences in any school year will be considered a habitual truant.

School attendance requirements shall be established by the administration and shall be the same for each individual grade. The school may require attendance for purposes of successfully completing and satisfactorily earning a grade in any class. See Board Policy JE.

Revised: June 9, 2021

Reviewed: April 15, 2015

Original Adoption: November 11, 1998

Code: JH

STUDENT ABSENCES AND EXCUSES

Regular attendance is of prime importance at all levels in the educational process. All students are expected to attend school in order to maximize the effectiveness of and opportunities provided in the school's educational program. It is the parents' responsibility to see that their children attend school regularly. It is also the parents' responsibility to inform the school when their child will not be in school.

Absences will be excused when they are arranged for in advance with the parents' permission and consent or notification is given by the parent to the school prior to the start of school the day following the absence.

All absences for which the appropriate parental notification and permission is not received will be considered unexcused. Any student who has five (5) or more unexcused absences in any school year will be considered a habitual truant.

School attendance requirements shall be established by the administration and shall be the same for each individual grade. The school may require attendance for purposes of successfully completing and satisfactorily earning a grade in any class. See Board Policy JE/JE-R.



Book	Policy Manual
Section	Section J - Students
Title	Copy of Student Absences and Excuses
Code	JH
Status	First Reading:
Adopted	June 21, 2004

First Reading: February 4, 1985

Second Reading: February 18, 1985, Effective Date: 1985-86 School Term

First Reading as Revised: May 17, 2004

Second Reading and Adoption: June 21, 2004

First Reading as Revised: June 21, 2021

Second Reading and Adoption:

JH-ED – STUDENT ABSENCES AND EXCUSES ATTENDANCE

~~The Board of Trustees of Fremont County School District No. 24 believes that regular attendance at school in every grade is essential if the child is to receive the maximum benefit of the educational program of the school district. Regular attendance at school is also necessary in order to properly plan for the daily activities of each class. Regular attendance and contribution from each student are also beneficial to the education of all other students in the class.~~

~~Generally, the administration shall be responsible for setting forth in student handbooks, particularly in the high school and junior high, attendance requirements and consequences for failure to attend and receiving unexcused absences.~~

~~Every absence of a student from the district except for school activities shall require a note or phone call from the parent/guardian or designated adult person responsible for the student within the district, which shall be given preferably prior to the absence, but in no event later than prior to the start of school on the day following the absence. Any absence from school without the appropriate parental consent and permission shall be considered an unexcused absence.~~

~~Wyoming law requires that any student with five (5) or more unexcused absences in one school year be considered a habitual truant. In the case of a habitual truant the administration or the designated attendance officer is directed to comply with the law regarding notification of the county and prosecuting attorney when a child has been determined to be a habitual truant.~~

~~The administration shall develop uniform rules among the various grades as to whether or not and in what manner make-up work may be permitted when there has been an unexcused absence.~~

Regular attendance is of prime importance at all levels in the educational process. All students are expected to attend school in order to maximize the effectiveness of and opportunities provided in the school's educational program. It is the parents' responsibility to see that their children attend school regularly. It is also the parents' responsibility to inform the school when their child will not be in school.

Absences that are arranged for in advance with the parent's permission and consent or absences where notification is given by the parent to the school prior to the start of school the day following the absence, and absences due to health, illness, or injury of the student or a death or serious injury or illness in the student's family shall be excused. All other absences will be deemed unexcused. Any student who has five (5) or more unexcused absences in any school year will be considered a habitual truant.

School attendance requirements shall be established by the administration and shall be the same for each individual grade. The school may require attendance for purposes of successfully completing and satisfactorily earning a grade in any class.



Book	Policy Manual
Section	Section J - Students
Title	Truancy
Code	JHB
Status	First Reading:
Legal	Wyoming Compulsory Attendance Law

First Reading: June 21, 2021
Second Reading and Adoption:

JHB - TRUANCY

According to Wyoming Compulsory Attendance laws, a habitual truant is any student who accumulates five (5) or more unexcused absences in any school year.

The principal of each school or his designee is the designated attendance officer for that school. The attendance officer shall monitor the attendance of all students. When a student shall have missed five (5) days of school and such absences are unexcused, it shall be the duty of the attendance officer to counsel with the student, parent, or guardian in an attempt to improve attendance habits. Should an additional unexcused absence be recorded, the attendance officer shall provide written notice to the parent or guardian that the attendance is required by law. The attendance officer shall also comply with legal requirements of notification of the county attorney of the status of the student as a habitual truant.

STUDENT TRUANCY, ABSENCES AND EXCUSES Administrative Procedure 8035

All Fremont County School District #25 students are expected to be in school and attending to the teaching/learning process. There are occasions when that attendance is not possible. When compared to the total number of days of school, those occasions should be minimal. When they do occur, parents./guardians are required to provide the school with the appropriate excuse request: Among those are:

- Personal illness,
- Unavoidable medical or dental appointment,
- Special religious observation,
- Bereavement,
- Special circumstances pre-approved by the school principal.

Fremont County School District #25 retains the right to verify all absences in making decisions regarding whether the absence is excused or unexcused.

A student is considered truant/unexcused when the absence has not been accepted or received by the school as excused. If a student accumulates more than 5 unexcused absences, the student shall be classified as habitually truant.

School personnel will assist parents/guardians with unique issues impacting student attendance by referring them to agencies within the community that can be of assistance to family.

Parents/guardians of children having 5 or more illness absences will be required to bring medical verification for all subsequent absences indicating that absence from school were medically necessary.

Parents/guardians of students that continue to be habitually truant shall be referred to the County Attorney for educational neglect upon continued absences after community agency referral or interventions by those agencies.

Reference: FCSD # 1 Policy JED

Promulgated November 10, 2009



School District 25 Policy

School Attendance

Policy 8015

Adopted: December 5, 1985

Legal Ref: W.S. 21-4-101 through 21-4-308

Every parent, guardian or other person in the District having control, charge or custody of any child between the ages of seven (7) and sixteen (16) inclusive or any child who has not completed the eighth grade shall be required to send such child or children to school. Exceptions to such compulsory school attendance shall be determined by State Statute.

Every child whose parent or guardian is a legal resident of the District and who fifth birthday is reached on or before September 15, is eligible for attendance in kindergarten.

Every child whose parent or guardian is a legal resident of the District and whose sixth birthday is reached on or before September 15, is eligible for attendance in the first grade.

Those children who have not reached the age of six years on or before September 15, but who have transferred from another school district in which they were enrolled and in which the age requirements are different may enter into or continue in the first grade.

Attendance records shall be kept on each pupil including days absent, tardy, Average Daily Attendance and Average Daily Membership.

All children first enrolling in kindergarten or first grade shall have presented for them a birth certificate as evidence of their age. Whenever a birth certificate does not exist, the parents of the child seeking admission shall furnish evidence of such birth as may be required by the Board and Administration.

Truancy

8035

The Board of Trustees for Fremont County School District #25 takes seriously its responsibility to provide the best education it can for its students. Regular attendance by all students is of paramount importance in the educational process leading to student academic success.

Regular student attendance is the responsibility of students and their parents. It is regular attendance that maximizes the effectiveness of the District's/ school's education program.

All Fremont County School District No.25 students are expected to be in school and attending to the teaching/ learning process. There are occasions when that attendance is not possible. When compared to the total number of days of school, those occasions should be minimal. When they do occur, parents/ guardians are required to provide the school with the appropriate excuse request: Among those are:

- Personal illness,
- Unavoidable medical or dental appointment,
- Special religious observation,
- Bereavement,
- Special circumstances pre-approved by the school principal.

Fremont County School District No. 25 retains the right to verify all absences in making decisions regarding whether the absence is excused or unexcused.

A student is considered truant/ unexcused when the absence has not been received or accepted by the school as excused.

If a student accumulates more than 5 unexcused absences, the student shall be classified as habitually truant. Habitually truant students shall be referred to the appropriate agency for child neglect, i.e.: DePass or Tribal Service.

School personnel will assist parents/ guardians with unique issues impacting student attendance by referring them to agencies within the community that can be of assistance to family.

Parents/ guardians of children having five or more absences will be required to bring medical verification for all subsequent absences indicating that absence from school was medically necessary.

Parents/ guardians of students that continue to be habitually truant can be referred to the County Attorney for educational neglect at the discretion of the school administrator.

ELEMENTARY STUDENT ATTENDANCE
(Grades K-5 Torrington and Lingle; Grades K-6 Southeast/LaGrange)

Philosophy on Attendance:

Student attendance is an essential for student success. Goshen County Schools take responsibility to provide the best possible educational program in a supportive and challenging learning environment. Each Goshen County student must take responsibility for his/her attendance and participation in this educational program.

Regular attendance is vitally important to each student. It can directly affect his/her progress academically and the development of attitudes and habits for later life. Learning to regularly attend and to be on time is a goal which will help students be successful beyond the K-12 school system.

General Guidelines:

To successfully complete a class or grade-level, a student must:

- a) satisfactorily complete and pass class requirements; and
- b) have fewer than ten (10) absences in either the morning or afternoon session

Failure to communicate with the school either during the absence or within two school days after the student returns will result in the absence being recorded as unexcused/truancy.

Recordkeeping of Attendance

1. Elementary school absences will be tracked for morning (a.m.) and afternoon (p.m.). as follows:
 - a. Morning Session – Students are considered absent if they arrive 2 hours or more after the start of the school day
 - b. Afternoon Session – Students are considered absent if they leave prior to 2 hours or more before the end of the school day
2. Tardies will be handled at the discretion of school rules.

Attendance Requirements

1. Elementary students who miss seven (7) or more morning or afternoon sessions per semester will be required, together with their parent(s), to participate in an attendance conference as set forth below

Parent/Student Responsibilities

1. Parents must call the school by 8:30 a.m. on the day of their child's absence. For safety reasons the schools will attempt to call parents when children do not report to school.
2. If unable to call, a note from the parent must accompany the student to the attendance office upon returning to school within 2 days. Failure to communicate with the school either during the absence or within two school days after the student returns will result in the absence being recorded as truancy.

ABSENCES**Excused Absences**

An excused absence is one in which the District, with the knowledge of the parent, excuses the absence. The Attendance Board has the ultimate authority to assess and decide whether the absence is excused or unexcused.

Students will be granted the opportunity to make up work if their absence is excused. One day of make-up time is to be granted for each school day missed. It is the student's responsibility to make arrangements with each teacher as to when the make-up work is due.

Truancy

Defined as:

- a) An absence which has not been approved or excused by parents or legal guardians and school attendance officers shall be considered truancy.
- b) Being absent from an assigned area at an assigned time.
- c) Leaving school without checking out through the attendance office.

The Principal shall determine whether the student is a habitual truant. Wyoming State Statute 21-4-101 defines a "habitual truant" as any child with five or more unexcused absences (truancies) in any one school year.

Consequences for Truancy

All truancies will result in:

- a) student being required to make-up work
- b) detention/suspension as assigned by the principal

ATTENDANCE PROCEDURES – PER SESSION (A.M. OR P.M.) PER SEMESTER

1. **After three absences from a morning or afternoon session**, the parent/guardian will be notified by mail or phone.
2. **After the fifth absence from a morning or afternoon session** the school secretary/principal will notify the parent/guardian by mail or phone.
3. **On the seventh absence from any morning or afternoon session** in a semester, the student may be required to make up lost class time outside the regular school day (before or after school) if not meeting proficiency in all of his/her classes.
 - a) Parents will be required to meet with the Attendance Board to discuss the absences and the possible consequences for continuing absences. The parent may request special consideration due to extenuating circumstances and request that time not have to be made up outside the regular school day. Extenuating circumstances are limited to illness or injury, legal obligations, or death in the family.
 - b) The Attendance Board will consist of the principal and any of the following: counselor, school secretary, classroom teacher, Superintendent or designee, and school nurse if medical reasons are involved. If an appeal is approved, make up lost class time will be waived.
 - c) The building principal may waive the attendance hearing for documented medical absences and if the student is meeting proficiency in all his/her classes
 - d) Parent/guardian will be contacted by mail regarding attendance hearings. If there is no response, the school will follow-up with a phone call. If after these two attempts the parent does not set up an appointment or refuses to attend, the attendance hearing will proceed without the parent present.
4. **On the tenth absence**, the student may be required to make up lost class time outside the regular school day (before or after school) if not meeting proficiency in all of his/her classes, and/or it may be determined that the student failed to meet the requirements to successfully complete the class or grade level and may be recommended for retention.
 - a) Parents may appeal to the Attendance Board if they feel extenuating circumstances warrant a review. Extenuating circumstances are limited to illness or injury, legal obligations, or death in the family.
 - b) The Attendance Board will consist of the principal and any of the following: counselor, school secretary, classroom teacher, Superintendent or designee, and school nurse if medical reasons are involved. If an appeal is approved, make up of lost class time will be waived.
5. **Outcomes of the appeal after the tenth absences** may be one or more of the following:
 - a) Reinstatement to regular status, and/or

- b) Required to make up lost class time and/or
- c) A determination that the student did not meet the requirements to successfully complete the class or grade level and that the student should be recommended for retention.

Adopted: May 13, 2003

Revised: September 19, 2003
September 9, 2008
March 12, 2013
September 10, 2013
October 8, 2013
January 14, 2014

SECONDARY STUDENT ATTENDANCE
(Grades 6-12 Torrington and Lingle; Grades 7-12 Southeast)

Philosophy on Attendance:

Student attendance is an essential for student success. Goshen County Schools take responsibility to provide the best possible educational program in a supportive and challenging learning environment. Each Goshen County student must take responsibility for his/her attendance and participation in this educational program.

Regular attendance is vitally important to each student. It can directly affect his/her progress academically and the development of attitudes and habits for later life. Learning to regularly attend and to be on time is a goal which will help students be successful beyond the K-12 school system.

General Guidelines:

To successfully complete a class or grade-level, a student must:

- a) satisfactorily complete and pass class requirements; and
- b) have less than ten (10) absences in any one class

Recordkeeping of Attendance

- 1. Secondary school absences and tardies will be tracked period by period or block by block.
- 2. Tardies will be handled at the discretion of school rules.

Attendance Requirements

- 1. Secondary students who miss 7 or more sessions of the same class per semester will, together with their parents, be required to attend a meeting with the Attendance Board to discuss the absences and possible consequences of future absences.
- 2. Student absences due to participation in school-sponsored activities are exempt from the attendance requirements.

Parent/Student Responsibilities

- 1. Parents must call the school by 8:30 a.m. on the day of their child's absence. For safety reasons the schools will attempt to call parents when children do not report to school.
- 2. If unable to call, a note from the parent must accompany the student to the attendance office upon returning to school within 2 days. Failure to communicate with the school either during the absence or within two school days after the student returns will result in the absence being recorded as truancy.

ABSENCES**Excused Absences**

An excused absence is one in which the District, with the knowledge of the parent, excuses the absence. The Attendance Board has the ultimate authority to assess and decide whether the absence is excused or unexcused.

Students will be granted the opportunity to make up work if their absence is excused. One day of make-up time is to be granted for each school day missed. It is the student's responsibility to make arrangements with each teacher as to when the make-up work is due.

The following example applies to students on a block schedule: if a student is absent from a Monday block class and returns on Tuesday, the student retrieves the missed assignments at the Wednesday block class, and the assignment would be due at the Friday block class.

Truancy

Defined as:

- a) An absence which has not been approved or excused by parents or legal guardians and school attendance officers shall be considered truancy.
- b) Being absent from an assigned area at an assigned time.
- c) Leaving school without checking out through the attendance office.

The Principal shall determine whether the student is a habitual truant. Wyoming State Statute 21-4-101 defines a "habitual truant" as any child with five or more unexcused absences (truancies) in any one school year.

Consequences for Truancy

All truancies will result in:

- a) student being required to make-up work
- b) detention/suspension as assigned by the principal

ATTENDANCE PROCEDURES – PER CLASS PER SEMESTER

1. **On the third absence** in any class the student/parent/guardian will be notified by mail or phone.
2. **On the fifth absence** in any class, the Attendance Officer will notify the parent/guardian by mail or phone.

3. **On the seventh absence** and each subsequent absence, the student may be required to make up lost class time outside the regular school day if not meeting proficiency in all of his/her classes.. The Attendance Officer will contact the parent/guardian and schedule a meeting between the Attendance Board, student, and parent/guardian to address the student's absences.
 - a) Parents may appeal to the Attendance Board the requirement to make up lost time if they feel extenuating circumstances warrant a review. Extenuating circumstances are limited to illness or injury, legal obligations, or death in the family.
 - b) The Attendance Board shall consist of the Principal and any of the following: Counselor, Attendance Officer, Superintendent or designee, and school nurse if medical reasons are involved
 - c) The building principal may waive the attendance hearing for documented medical absences and if the student is meeting proficiency in all his/her classes
 - d) Parent/guardian will be contacted by mail regarding attendance hearings. If there is no response, the school will follow-up with a phone call. If after these two attempts the parent does not set up an appointment or refuses to attend, the attendance hearing will proceed without the parent present.
4. **On the tenth absence**, the high school student may be unable to earn credit in those classes. The Attendance Officer will contact the parent/guardian and schedule a meeting between the Attendance Board, student, and parent/guardian.
 - a) Parents may appeal to the Attendance Board if they feel extenuating circumstances warrant a review. Extenuating circumstances are limited to illness or injury, legal obligations, or death in the family.
 - b) The Attendance Board shall consist of the Principal and any of the following: Counselor, Attendance Officer, Superintendent or designee, and school nurse if medical reasons are involved.
5. **Upon approval or denial of the appeal**, the Attendance Officer will notify the parent of the Board's decision. Outcomes of the appeal may be one or more of the following:
 - a) Reinstatement to regular status, or
 - b) Required to make up lost class time and/or
 - c) A determination that due to the number of absences, credit cannot be earned, in which event the Attendance Board may impose other remedial options which they believe may benefit the student to improve attendance and/or grades

Eighteen (18) year old students who are dependents of his/her parents may check themselves out of school at the office only with prior parent permission.

Students who are absent for any part of the school day will not be permitted to participate in any extracurricular activities, including practices, unless their absence was approved by the administrator or designee.

Student absences due to participation in school-sponsored activities are exempt from the attendance requirements. Principals, in a case-by-case situation, have the right to deny the opportunity for students to attend a school sponsored event.

Adopted: May 13, 2003

Revised: September 19, 2003

September 9, 2008

March 12, 2013

September 10, 2013

October 8, 2013

January 14, 2014

TRUANCY

The principal or designee of each school shall be responsible for enforcing the compulsory attendance laws which require regular attendance, provide for penalties if parents, guardians or responsible person do not carry out their responsibilities, and establish procedures for referral of a truant student to juvenile authorities.

Adopted: November 13, 1990
Editorial Revision: October 17, 1996
Editorial Revision: September 19, 2002

Note: A habitual truant is defined by law as “any child with five or more unexcused absences in any one school year.” In accordance with the law, if the Board determines a child is a habitual truant, the county authority will be notified who will then initiate proceedings under the Juvenile Court Act.

STUDENT ATTENDANCE

The Board believes that regular attendance at school in every grade is essential if the child is to receive the maximum benefit of the educational program of the school district. Regular attendance at school is also necessary in order to properly plan for the daily activities of each class. Regular attendance and contribution from each student is also beneficial to the education of all other students in class.

The administration shall be responsible for setting forth in student handbooks attendance requirements and consequences for failure to attend and receiving unexcused absences.

Every absence of a student from the district except for school activities shall require a note or phone call from the parent/guardian or designated adult person responsible for the student within the district, which shall be given preferably prior to the absence, but in no event later than prior to the start of school on the day following the absence. Any absence from school without the appropriate parental consent and permission shall be considered an unexcused absence.

Wyoming law requires that any student with five (5) or more unexcused absences in one school year be considered a habitual truant. In the case of a habitual truant the administration or the designated attendance officer is directed to comply with the law regarding notification of the district attorney when a child has been determined to be a habitual truant.

The administration shall develop uniform rules among the various grades as to whether or not and in what manner make-up work may be permitted when there has been an unexcused absence.

Ref: W.S. 21-4-101

STUDENT ABSENCES AND EXCUSES

Student absences are classified as either "excused" absences or "unexcused" absences. When a student is unable to attend school, it is the responsibility of the parent/guardian to notify the school of the student's absence by 10am on the day of the absence. Prearranged absences will require the parent/guardian to have communication with the building attendance office before the child is to be gone from school.

Excused Absence: An excused absence will include any absence that has been communicated to the school by the parent/guardian to include, but not limited to, personal illness, illness or death in a student's immediate family, recognition of a student's religious observances, any absence that the parent/guardian has pre-approved with the building attendance officer.

Unexcused Absence: An unexcused absence is an absence of a student without the knowledge of his/her parent/guardian, an absence which the parent/guardian does not communicate to the school as required in the definition for an excused absence or an absence without acceptable cause, as determined by the building attendance officer, all of which shall be considered unexcused from school and will be considered truant.

Habitual Truant: Any child with 5 or more unexcused absences in any one school year will be considered habitually truant. When a child has been identified as a habitual truant, it is the responsibility of the building attendance officer to send notification of the truancy to the district attorney's office, per state statute.

Tardy: A student will be identified as tardy if they are not present in the classroom from the beginning of a class to the end of the class. Tardies that are greater than 10 minutes in length will be recorded as an absence.

On a case by case basis, the building attendance officer will determine if the tardy will be recorded as an excused or unexcused absence. In cases of extensive tardiness, students may accumulate the requisite number of unexcused absences for excessive tardiness, just as they would for a regular unexcused absence.

Attendance Officer: The building principal and/or his appointed designee will be the attendance officer for that particular school. The attendance officer is responsible for monitoring the attendance of all students in their building. In the monitoring of students, the attendance officer will be required to refer students to the county attorney. It is the District expectation that the attendance officer will exercise their authority to determine excused and/or unexcused absences in a manner that is consistent with District expectations, ensures the most active and positive advocacy for students, but still honors the autonomy of the family. With that, it is a District expectation that the attendance officer have specific and intimate knowledge of family dynamics before making any determinations that could potentially result in the identification of a student as being truant or habitually truant.

Class Periods/Days will be defined by individual school administrators and communicated to parents and students.

Protocol for Recording & Identifying Truant & Habitual Truant Families: Families who fail to get their child to school on a consistent basis and have a student that is identified as truant, or habitually truant will incur a sliding scale of interventions and sanctions. District protocol will dictate that attendance officers (K-12) will adhere uniformly to the following actions with the parent/guardian:

- "Failure to attend letter"
- Notification to the County & City Attorney (3-5 unexcused absences)
- State mandated drop of enrollment notification (10 consecutive unexcused absences)

Uniform Sanctions & Interventions for Habitually Truant Families: Upon notification of the County & City Attorney, families will be notified that they are in violation of State statute, as well as applicable City ordinances. Actions from the County Attorney's Office could include, but are not limited to: Child in Need of Supervision Petition (CHINS) required parenting classes, welfare checks of the home, required counseling.

Building Level Interventions & Sanction: It is an expectation of the Board that building level interventions and sanctions be implemented in a uniform manner.

Considering the relevance of age, maturity, and academic experience, it is necessary to have a uniform set of interventions and sanctions that are specific to grades Kindergarten - 5th grade and 6th - 12th grade respectively. Building level intervention plans will be specific to the age of the student and focused on increasing the rate of attendance at school. Building level sanctions will maintain uniformity with any existing or potential sanctions that may be incurred by the County & City Attorney's offices.

Adopted: 6/1973

Revised: 8/2002; 8/13/2013; 12/11/2017

School District #1, Johnson County, Wyoming

STUDENT ABSENCES AND EXCUSES

Board Philosophy:

The Board of Trustees believes that regular attendance at school in every grade is essential, if the child is to receive the maximum benefit of the educational program of the District. The Board also recognizes the family wide effort necessary to ensure that students make it to school as much as possible. With that, the Board also recognizes that regular attendance and truancy are as much a student issue as they are a family issue.

Establishing a pattern of regular attendance is vital to academic success, so it is also crucial for parents/guardians and families to make deliberate efforts to create the habit of being present from kindergarten through 12th grade.

Adopted: 6/1973

Revised: 8/2002; 8/13/2013



Book	Policies
Section	Chapter 8: Students
Title	School Attendance Officer Procedures
Code	Section 5 - Administrative Regulation
Status	Active
Adopted	August 1, 1997
Last Revised	June 6, 2016

ADMINISTRATIVE REGULATION FOR POLICY CHAPTER VIII, SECTION 5 - ABSENCES AND TARDIES

SCHOOL ATTENDANCE OFFICER PROCEDURES

1. The school secretary/attendance clerk shall monitor all student absences and tardies (excused or unexcused) on a daily basis.
2. Any unexcused tardies or unexcused absences must be brought to the attention of the attendance officer. Investigation and judgment by the attendance officer needs to be exercised for determining the appropriateness of the student absences. If absences are unexcused the attendance officer will take the following actions.
3. Upon the 5th and 10th absence a parent/guardian attendance notification letter will be sent to parent(s)/guardian(s) by mail and a copy placed in the student's file.
4. If a student is absent ten consecutive school calendar days, and is dropped for lack of attendance, the attendance officer, or designee, must notify the parent by mail of the action taken by the school.
5. The following information must be provided to the District Attorney in preparation for assistance with student truancy issues: (Exhibit 55).

Adopted 8/1/97

Revised 7/10/00, 6/21/04, 6/20/05, 2/6/06, 7/19/06

Revised 7/18/07, 7/1/13, 6/6/16



Book	Policies
Section	Chapter 8: Students
Title	Absences and Tardies
Code	Section 5
Status	Active
Legal	W.S. S 21-4-101 et seq.
Adopted	June 11, 1984
Last Revised	July 13, 2015

Regular, complete, and continued class attendance by students is conducive and often essential to their accomplishment of District educational goals and objectives for student achievement.

Each building principal is hereby designated an attendance officer.

Days designated for activities or emergencies such as early dismissal, snow days, assemblies, planning, last week for seniors, and other days shall be considered as periods or days attended for the purpose of arriving at the minimum class attendance. The exception being any excess early dismissal days or snow days which must be made up as directed by the Superintendent for the purpose of arriving at the State required minimum student contact days.

In secondary schools an absence from class is a failure to be in attendance at the place designated for the class for a period of time in excess of ten minutes of the time designated for the class.

In secondary schools a tardy is a failure to be in attendance at the place designated and at the time set for commencement of the class without a pass signed by a professional staff member.

In elementary schools a half-day absence is failure to be in attendance for the majority of the half-day.

In elementary schools a tardy is failure to be in attendance for less than the majority of the half-day.

Teachers shall maintain accurate attendance records and report all student tardies and absences to the appropriate office.

Resident students attending private schools, out-of-District schools, or District controlled programs, at District expense, shall be subject to the attendance rules and regulations of those schools or programs.

EXCUSED ABSENCES AND EXCUSED TARDIES

Final administrative determination whether or not an absence/tardy is to be excused shall be at the discretion of the District attendance officers. This means District attendance officers may require proof of illness, injury, health care, or other emergencies. The parent or guardian of the student will notify the school in person, by telephone, or in writing prior to the absence/tardy or as soon as possible. The parent or guardian must provide one of the following reasons for the absence/tardy of the student: the student's health care, illness, injury, or for other emergencies, activities, or events beyond parental control.

Examples of emergencies, activities or events beyond parental control that would be excused, would include, but not limited to:

- A death or serious illness in the family

Emergencies, activities or events not beyond parental control that would not be excused would include, but are not limited

to:

- Hunting
- Vacations

Upon written request made by a parent or guardian to the building principal, a student may be absent from school during a class period in which he has no scheduled class for the purpose of attending religious instruction at a place not on District property. The student's schedule will not be adjusted to accommodate the time set for the religious instruction.

UNEXCUSED ABSENCES AND UNEXCUSED TARDIES

An absence/tardy which has not been approved or excused by the school attendance officers shall be considered unexcused.

For the purpose of determining the equivalency between unexcused absences and unexcused tardies, three unexcused tardies shall equal one unexcused absence. Any exceptions must be approved by the attendance officer.

Parents or guardians will be regularly notified of unexcused absences/tardies at the phone numbers and/or addresses provided by the parents to the school.

If a student who has not attained their sixteenth birthday, or has not completed the tenth grade, has excessive absences and/or tardies, and the attendance officer reasonably believes the excessive absences and/or tardies are due to the willful neglect of the parent or guardian, the attendance officer shall provide a written notice to the parent or guardian specifying District and state compulsory attendance regulations. Pursuant to Wyoming Statute the attendance officer may file a complaint against the parent or guardian with the proper legal authorities after a second unexcused absence or equivalent tardies due to the willful neglect of the parent or guardian.

A total of two (2) unexcused absences will be deemed insubordination, continued willful disobedience, and open and persistent defiance of school authorities by the student. The student may be suspended or expelled from school.

If a student has five (5) or more unexcused absences in any one (1) school year, the District Attorney shall then be notified of the student's habitual truancy as required by W.S. 21-4-107.

ADDITIONAL SECONDARY SCHOOL REQUIREMENTS

Parents are required to call, send a note or medical appointment card to the student office each time a student has had an absence from school to excuse the absence. Students shall arrange with the teacher for makeup time and/or work missed within three days after the student returns to class following an absence. Students shall have one attendance day, for each day absent, to complete make-up work. In the event of an absence exceeding one day, the student shall have a proportional number of attendance days to complete the make-up work.

When school-approved activities necessitate the absence of students from class, activity sponsors will issue advance clearance slips to those students involved. It shall be the responsibility of the students to get their clearance slips signed by each of their teachers, and returned to sponsors.

Absences for school-approved activities must be made up the same as any other absence. A teacher's signature on the clearance slip indicates that arrangements have been made with that teacher for make-up work or time to be missed by the student.

The sponsor of the activity necessitating the absence of students shall turn in the clearance slips and a list by grade level of all students to be absent to the building activities director at least twenty-four hours before the activity.

Schedule changes because of resulting absences shall not be made after the start of the semester except for extremely unusual or exceptional reasons. These schedule changes shall be made only after a conference with the student's parent or guardian.

Once a student has a total of ten (10) absences per class per semester, excused or unexcused, the following rules apply (School-sponsored activities or school-required activities will not affect attendance requirements.) Any absence of this type will not count towards the ten-day limit: Activity organizers are required to have students fill out advanced make-up work agreements for such absences):

- a. After the 5th absence per class per semester, a written notification from the school attendance office to the student and the parent/guardian stating which class or classes the student has been absent. This letter will be sent by mail and specifically remind the student and parent/guardian of the importance of attendance and informing the student and parent/guardian of the attendance policy.

- b. Upon the 10th excused or unexcused absence per class per semester, the student will continue to be enrolled in the class(es) and placed on academic probation which may result in the loss of credit. (See Exhibit #56) The attendance officer shall determine whether the notification letter (Exhibit #57) shall be sent and may contact the student's parent/guardian to explain the academic status and/or hearing/appeal processes.
- c. The issue will be heard by the student's attendance officer with input from the classroom teacher, school counselors, or other school personnel. The attendance officer will determine if the student will be granted credit for a particular class.
- d. If the parent/guardian or the student wishes to appeal the decision of the attendance officer they may do so by appealing to the building Principal in writing within 10 calendar days. The appeal will be heard by the Principal within 10 calendar days.
- e. If the parent/guardian of the student wishes to appeal the decision of the Principal, they must follow the policy for appealing a suspension/expulsion to the Superintendent, as outlined in policy Chapter VIII-Section 14.

Cross Reference -

Chapter V, Section 2, Emergency Closings;
Chapter VII, Section 2, Official School Year Calendar and School Year;
Chapter VII, Section 19, Intramural Programs and Interscholastic Athletics.

Adopted 6/11/84

Revised 7/1/95, 8/1/97, 7/13/98, 6/28/99

Revised 7/10/00, 7/1/02, 6/21/04, 6/20/05, 2/6/06, 7/19/06, 7/18/07, 6/15/09, 6/7/10,

Revised 5/7/12, 7/1/13, 7/14/14, 7/13/15



Book	LCSD#2 Board Policies
Section	J - Students
Title	Student Attendance
Code	JE
Status	Active
Legal	Wyoming statute 21-4-107
Adopted	May 12, 2008
Last Revised	August 10, 2015
Prior Revised Dates	June 14, 2010

Promptness and regular attendance are essential characteristics for success in life as well as in school. Lack of attendance at school has been researched as one of the best indicators for students eventually decided to forego public education. Parents and students should make prompt and regular attendance a habit and avoid all unnecessary absences. Absenteeism creates a loss to the student even when such absence is excused and work is made up. In many cases this loss is irretrievable. Any absence, except those for school activities or for major contagious diseases, will be recorded as an absence.

Each building principal is the designated attendance officer.

General Procedures

Excused Absence

An excused absence for activities, credit earned through another educational institution, through course-related work experience or events that are not emergencies, such as vacations, may be considered excused at the discretion of the principal. The principal must use excellent judgment if the non-emergency absence is classified as not being an excused absence.

Every absence of a student from the district, except for school activities, shall require a note or telephone call from the parent/guardian explaining the reason for the absence. This notice shall be given preferably prior to the absence, but not later than one day following the absence.

Unexcused Absence

Any absence from school without parental consent or parent knowledge shall be considered an unexcused absence. Absences for non-emergencies that failed a review by the principal will be considered unexcused. Wyoming law requires that any student with five (5) or more unexcused absences in one school year be considered a habitual truant and referred to the district attorney's office.

Rules regarding make-up work are outlined in student handbooks. All schools will work to reach an agreement concerning make-up guidelines for the district. The guidelines should reflect appropriate expectations in relationship to the absence.

Tardiness

Any student who is not in class by the time the final bell, signifying the start of class, as designated by the school shall be tardy unless the student is excused by another teacher or administrator. Teachers should not withhold such excuses without due cause. Tardies will be tracked and reviewed. The building principal shall be directed to investigate when a student has accumulated four tardies to the same class. Disciplinary procedures may be started on the fourth tardy and these procedures could lead to the student serving detention to make up the time or in extreme instances tardies may lead to a student needing to develop and complete an attendance contract with the principal. Class work missed because of tardiness should be Code: JE made up but the time for such activities will be at the discretion of the teacher.

Excessive Absenteeism

Students that are continually absent from school may lack the academic experience necessary for meeting the learning requirements. Laramie County School District #2 considers the total number of absences in one semester in any class prior to determining the student to have excessive absences.

If the Superintendent or designee has reason to believe that a student has a contagious disease or extended illness which would make attendance dangerous to himself or others, the student shall be excluded from school immediately. Verification of the disease or illness shall be made with a physician or by a school nurse, and shall be completed immediately. If verified by a physician or by the school nurse using follow up contacts with parents, the student will be excluded from school under the guidelines of the school's health code and attendance expectations will be adjusted using the latitude requested by the Board of Trustees under health emergencies.

Any absence by any student that is accompanied with a physician's note may allow the absence to be waived by the Building Administrator. Physician notes may include multiple days of absence from school and parents are encouraged to have these days specified on the absence excuse note.

Notification for Elementary Students

1. When a student is absent for 6 (six) days during any semester, written notification will be sent to the parents and the students. Any absences supported by a doctor's written excuse or a school nurse's submission that a contagious disease or extended illness was noted, such absences will not be used to determine this absent count.
2. After a student is absent from school a total of 10 (ten) days during the semester, the principal will schedule a conference with the student and the student's parents to discuss the absences, the importance of attendance, and the attendance policy. Any absences supported by a doctor's written excuse or a school nurse's submission that a contagious disease or extended illness was noted, such absences will be considered.
3. After a student has been absent from school for twelve (12) days for any class or classes during a semester, the principal may refer the concern to the superintendent who may refer it to the district attorney's office for further investigation, according to the provisions of Wyoming statute 21-4-107. Any absences supported by a doctor's written excuse or a school nurse's submission that a contagious disease or extended illness was noted, such absences will be considered.
4. Any student absent for ten (10) consecutive days without an excuse to support these absences of lacking any communication with the school will be dropped from the school district roll. Upon return the parents will need to follow through with re-enrollment procedures.

Notification for Secondary Students Attending Jr./Sr. High Schools

Except for excused school activities, a doctor's written excuse or verification of a contagious disease or illness by the school nurse, the following attendance totals will be followed. It is the prerogative of the building administrator to begin attendance conversations between the school and the family at any time regardless of the total class absences in question.

1. When a student is absent from the same class for a total of six (6) times during any semester the principals shall send notification to the student and parent stating so, specifically notifying the parent of the importance of complying with the attendance policy. The principal with cooperation from the faculty attendance counsel will schedule a conference with the student and the student's parents to discuss the absences, the importance of

attendance, and the attendance policy. Any absences supported by a doctor's written excuse or a school nurse's submission that a contagious disease or extended illness was noted, such absences will not be used to determine this absent count.

2. After a student has been absent from the same class a total of seven (7) times during the semester, the parents and student shall be sent a notice of the number of absences and that further absences may result in a potential loss of credit for the class for the semester. Any absences supported by a doctor's written excuse or a school nurse's submission that a contagious disease or extended illness was noted, such absences will not be used to determine this absent count.
3. On the eighth (8) absence for the semester, a letter will be sent by certified mail to the parents explaining that their child has exceeded the absence limit and a recommendation of receiving no credit for the affected class(es) is considered. This no credit recommendation will be reviewed when the parent and the student meet with the principal and if an agreement for an attendance contract can be reached. If the student meets the attendance standard set forth in the contract, and receives passing grades in the affected class(es), credit will be reinstated. Attendance contracts will be designed on an individual basis and will be constructed to try and remedy the attendance issue. Any absences supported by a doctor's written excuse or a school nurse's submission that a contagious disease or extended illness was noted, such absences will not be used to determine this absent count.
 1. Students in 7th and 8th grades or Junior High School do not lose credits. However, the resulting absence totals may be considered in determining advancement status to the high school grades. The building administrator is directed to communicate with the parents concerning the number of class absences and if appropriate develop an attendance contract with the student and the parents.
4. Any student who has eight (8) absences in a semester and is attending under an agreement of attendance and then violates the terms of that agreement may request a hearing with the building principal to retain class credit. The student may be allowed to remain in class pending the hearing. The hearing shall be scheduled within five (5) school days beginning with the day the attendance hearing is requested. The student and his parents shall be required to attend the hearing along with the building principal. If the student and parents can demonstrate that any absences over the eight (8) absence was due to extenuating circumstance that could not be prevented including hospitalization, required medical, dental, orthodontia, or optometric care that could not be scheduled after school, serious illness, family emergency or other emergency which the principal believes warrants continuation of class credit, then the principal, in consultation with the school attendance counsel, may grant an exception to the attendance policy. Any additional absences after an extended attendance agreement has been granted still allow the student to request subsequent attendance hearings, in which event the same procedures as set forth above shall be followed.
5. In the event the principal and the attendance counsel determine to withhold credit from a student under this policy, and subsequent to an attendance hearing, the parent, if they have complied with the attendance hearing process may appeal the decision to the board of trustees. In the event the parents and /or student desire to appeal the principal's and the attendance counsel's determination, they shall do so in writing to the board of trustees within five (5) days after the final determination. The Board shall take the appeal matter up at their next regularly scheduled board meeting held after receipt of the notice of appeal unless the matter is sooner scheduled to be heard at a special meeting. The board shall hear the appeal by allowing both sides to discuss the circumstances of the absences with the board and to call whatever witness either side desires. While the appeal is pending, the student shall be permitted to remain in class. The board's determination shall be final.
6. After a student has been absent from school for eight (8) days for any class or classes during a semester, and the eight (8) absences cannot be supported by written physician or school nurse verifications, the principal may refer the concern to the superintendent who may refer it to the district attorney's office for further investigation, according to the provisions of Wyoming statute 21-4-107. Any student absent for ten (10) consecutive days without an excuse to support these absences or lacking any communication with the school will be removed from the school district roll. Upon the student's return the parents will need to follow through with re-enrollment procedures.

STUDENT ABSENCES AND EXCUSES

Pupils shall be expected to make a habit of prompt and regular attendance and to avoid all unnecessary absences. Absenteeism creates a loss to the student even when an absence is excused and work is made up. In many cases, this loss is irretrievable. Regular attendance is an expectation for successful completion of courses for credit and is also an expectation employers have of students when they enter the work force.

Absences shall be classified as follows:

1. Parental approved absences occur when a guardian has informed the attendance office prior to the absence or within twenty-four hours of the absence. Reasons will include illness, emergencies, or personal reasons. Students are expected to have all work completed upon return, except in cases of illness, or when additional help is needed. When ill, students will receive two days for each day missed to make up work assigned the day(s) they were absent.
2. Doctor approved absences will be documented as such when a doctor's note is presented. Doctor notes may be requested by the school if illnesses are excessive. (Homework makeup will be the same as parental approved absence or at the discretion of the principal).
3. Truancies will occur if a student does not have permission from their parent to be absent from class, or who miss class and do not have their parent contact the school upon their return. Students who remain in the building, but do not report to their assigned teacher, will also be counted truant. If a student is ten or more minutes late, without a parent excuse, he will be considered truant. Students eighteen or older and consenting adults, will automatically be counted truant if ten or more minutes late to class.

The truant student will be allowed to do their homework for the day; however, they will not receive credit. If a student is truant and a major grade is given, deemed as such by their teacher, the student will need to make this up, but will receive half-credit.

Current practice codified 1978

Adopted: date of manual adoption

Revised: 01/09/90

Revised: 01/14/92

Reviewed: 09/22/92

AMENDED: 07/21/93

AMENDED: 02/24/98

AMENDED: 04/ /00

Revised and Amended: 10/12/04

Reviewed: 12/11/2019

LEGAL REFS.: W.S. 21-4-101 through 21-4-107

Wyoming Education Policies Reference Manual, codes JEA, JED, JEDA

CROSS REFS.: IKEA, Make-up Opportunities

JED subcodes (all pertain to student absences)

DISTRICT ATTENDANCE POLICY

1. The Board of Education embraces the philosophy that regular attendance of pupils is basic for school success. The Board supports the policy that while it is the parents' duty and responsibility to determine the child's attendance at school, the school shares this responsibility with the parents. In some cases, it may be the duty of the school not to condone certain parentally approved absences. The Board accepts the following guidelines for encouraging regular attendance.
2. Pursuant to W.S. 21-4-101 (a)(i), and in accordance with this policy the following definitions are given:
 - A. Excused absences shall be those absences for these reasons:
 1. Personal illness
 2. Funerals, weddings, deaths, or extraordinary events with the family
 3. Medical or dental appointments not possible during other than school time
 4. Family emergencies
 5. School related activities with the sanction and approval of the school
 - B. Unexcused absences are all other absences not defined as excused.
 - C. Each school will establish procedures in compliance with W.S. 21-4-104 which shall include procedures for communication between school and parents when a student is absent.
3. Any pupil who exceeds the allowable number of unexcused absences in a term may lose credit in the class or be subject to consequences according to each school's procedure.
4. Building principals are designated by the board as attendance officers in accordance with W.S. 21-4-103.
5. In cases where students miss more than the allowable number of absences, they will be referred to the school-based intervention team.
6. Each school will implement an appeals process allowing parents to request an exception to this policy.

SEE PROCEDURE JED-R

AMENDED: January 10, 2013

AMENDED: February 9, 2012

ADOPTED: March 9, 1978

Lincoln County School District No. 2, Wyoming



Book	Board Policies
Section	5000 - Students
Title	Attendance
Code	5120 Board Policy
Status	Active
Adopted	June 27, 1988
Last Revised	June 13, 2016
Last Reviewed	June 13, 2016

The NCSD Board of Trustees recognizes that attendance is a very important part of learning. Our community expects students to be present and participate in class every day, just as they expect their employees to be at work.

1. Absence from class, whether it is elementary, middle or high school, has a substantial negative effect on academic performance, and is the single biggest predictor of a student's on-time graduation.
2. As adults, we are expected to be in attendance and on time at our jobs or other important commitments. A prepared graduate will learn this as part of being a responsible citizen.
3. The Board, therefore, sets the following limits on-student absences for NCSD#1:
 - a) At the high school level, five (5) parent-excused absences will be allowed in any one class.

Examples – vacations, family emergencies, bereavement, illnesses not requiring the care of a health care professional.

(In situations with extenuating circumstances, parents may petition the Principal for additional parent-excused absences.)

- b) After five (5) unexcused absences, parents and students will receive notification of mandatory intervention directed by the principal or his/her designee (Per WY Statute 21-4-101, a student is considered habitually truant after five (5) unexcused absences.).

If conditions of the intervention are not met, and an additional three (3) unexcused absences are accrued, this will result in loss of credit at the high school level. Principals are given discretion to use additional intervention measures, including appeals from parents and students, which encourages continued class attendance and allows the student to regain course credit.

c) At the elementary and middle school level, five parent-excused absences will be allowed per semester (same examples in 3a above). Missing 45 minutes of class in the morning or 45 minutes of class in the afternoon will result in a one-half (½) day absence.

After five (5) unexcused absences, parents and students will receive notification of a mandatory intervention directed by the principal or his/her designee.

If the conditions of the intervention are not met or an additional three (3) unexcused absences are accrued, additional action will be taken by the Superintendent or his/her designee.

School-related absences will not count against the student, nor will medical absences that are excused by a health care professional.

d) A school-by-school report of number of absences, interventions, and the results of the interventions, will be given to the Board each semester.

Definitions:

- Attendance – being on time to class, and being in class the entire time.
- School-related absences – any absence as a result of athletics, activities, field trips or other academically-related functions.
- Parent-excused absences – any absence at the discretion of parents. Examples include vacations, family emergencies, bereavement, illnesses not requiring the care of a health care professional. Limited to five absences in any one class.

Parents may also excuse their students for organized sports and activities not offered by the District, provided the student's grades satisfy the same criteria for eligibility as a school-sanctioned activity. This would not count against the five parent-discretionary absences.

- Unexcused absences – any absence that is without the knowledge of a parent or any absence of a student without acceptable cause, as determined by the principal, even with the knowledge of the parent. (Per WY Statute 21-4-101)

Reference: Administrative Regulation <http://www.boarddocs.com/wy/ncsd1/Board.nsf/goto?open&id=94WUXY7E2B75>
Standard Operating Procedure

Niobrara County School District #1

File: JED

STUDENT ABSENCES AND EXCUSES

Students are expected to be punctual and to attend school regularly. The primary responsibility for the enforcement of this policy will be upon the Board of Trustees, which will appoint an attendance officer to carry out the attendance provisions required by state law.

Niobrara County School District#1 defines absences into two categories:

1. Absence-Anytime a student is not in class. Elementary students are considered absent if they are more than 20 minutes late in the morning or after lunch. High School/Middle School students will be considered absent 10 minutes after tardy bell each class period.
2. Unexcused Absence-Anytime a student is not in class without a parental excuse or pre-arranged notice. Additionally, any absence in excess of ten absences per semester that has not been pre-approved (by administration) will be considered unexcused.

Each school will establish attendance procedures that will be published in the Student Handbook each year. These procedures will include the following expectations:

Letters will be sent to parents/guardians on the fifth (5), eighth (8), and tenth (10) absence of each semester. Parent meetings with the school attendance team will be mandatory after the eighth (8) and tenth (10) absence of each semester. When necessary, an attendance plan can be created prior to the tenth absence. This attendance plan will be created by the school attendance team and the parents.

Adopted: 09/07/78

Revised: 02/18/98, 11/27/18

Reviewed: 12/09/02, 02/11/08

LEGAL REFS.: W.S. 21-4-101(a)(i); 21-4-102 (a); 21-4-104, 21-4- 107

Wyoming Education Policies Reference Manual, codes JED, JEDA

CROSS REFS.: JEA, Compulsory Attendance Ages

JGD, Student Suspension

JGE, Student Expulsion

STUDENT ABSENCES AND EXCUSES

It is the belief of the Board of Trustees and District staff members that academic success is directly related to the amount of time spent in class, and there are valuable lessons that are lost when a student is not in attendance. Through the cooperative effort of parents/guardians/ custodians and the District, our desire is for each student to develop positive attendance habits and attitudes that will be helpful to his/her present and future endeavors. Each student has the responsibility to contribute to the academic exchange that occurs in the classroom. When any student is absent, a loss occurs for the student. Also, fellow class members are deprived of this important aspect of overall instruction.

DEFINITIONS

Excused Absence:

For the purposes of this Administrative Regulation/Operating Procedure, an excused absence is an absence of which the parent, guardian, or custodian has notified the school within 48 hours of the absence and that the principal or his/her designee has approved. Excused absences typically include prearranged or emergency absences.

Prearranged Absence: A prearranged absence is defined as one that can be predicted and planned in advance of the actual absence. Examples include:

1. Required presence in court
2. Doctor, dental, or other remedial health treatments during the school day
3. Educational experiences or family-related events

Emergency Absence: An emergency absence is defined as one that cannot be predetermined or planned. Examples include:

1. Illness of the student
2. Serious illness or death in the student's family
3. Emergency situations making it impossible to attend school

The principal or his/her designee has the sole authority to determine whether or not an absence is excused.

Unexcused Absence:

For the purposes of this Administrative Regulation/Operating Procedure, an unexcused absence is one that has not been excused by the parent to the satisfaction of the principal or his/her designee. Unexcused absences count toward the ten (10) absences allowed each semester.

School-Excused Absence:

For the purposes of this Administrative Regulation/Operating Procedure, a school-excused absence is any absence that is a result of participation in a school-sponsored activity. For high school students, pre-approved college visits will be considered school-excused as long as the student receives pre-approval from his/her counselor and provides written documentation from the college/university within TWO days of the absence. In-school suspensions (ISS) are considered school-excused. School-excused absences do NOT count toward the ten (10) absences allowed each semester.

Tardy:

Elementary & Middle School – For the purposes of this Administrative Regulation/Operating Procedure, a student will be considered tardy when he/she arrives to school up to ten (10) minutes after school has started.

High School – For the purposes of this Administrative Regulation/Operating Procedure, a student will be considered tardy when he/she arrives to class up to ten (10) minutes after the tardy bell.

REGULATIONS

Excused Absence:

A student may not accumulate more than ten (10) absences during a semester. The parent, guardian, or custodian must contact the school office with a note or telephone call within 48 hours of the absence in order for the absence to be considered excused. Absences over the ten (10) day limit per semester will be considered as excessive and detrimental to the academic success of the student.

When available, parents are requested to provide medical and dental notes for documentation purposes.

School-sponsored or school-required absences will not be counted toward the ten (10) day limit. Extended leave due to a doctor's care, as determined by school officials, may not count toward this limit.

High School – Students will be allowed a day for each day missed to complete make-up work. A student who has more than ten (10) absences in any one course or period will be ineligible to earn credit unless he/she is granted an additional opportunity to earn credit by the principal or his/her designee.

Notice will be given to the parent, guardian, or custodian at five (5) absences.

Notice will be given to the parent, guardian, or custodian at seven (7) absences. At the discretion of the school principal or his/her designee, when a student reaches seven (7) absences, an intervention meeting may be scheduled with the family to develop a plan for improved attendance.

At the discretion of the school principal or his/her designee, a student who exceeds ten (10) absences may be considered to be "at risk" and may be required to participate in extended academic time in a manner determined at each educational level (K-5, 6-8, 9-12). Absences after the tenth will require documentation (Dr./dental note, court order, etc.) in order to be considered excused. At risk students may be referred to the county attorney for consideration of habitual truancy and/or educational neglect.

Unexcused Absence:

Compulsory Attendance Age Students:

After the first unexcused absence, written notice will be sent to the parent, guardian, or custodian. If after such notice has been given, the child has a second unexcused absence, which the principal or his/her designee believes was due to the willful neglect or failure of the parent, guardian, or custodian of the child, then the principal or his/her designee will notify law enforcement for prosecution under W.S. 21-4-105.

Any child with five (5) or more unexcused absences in any one (1) school year will be considered a Habitual Truant. When the principal or his/her designee determines that a child is a habitual truant, he/she will notify the County Attorney and recommend proceedings in accordance with W.S. 21-4-107.

High School – The following actions will occur as a result of unexcused absences:

1st Offense: Warning issued; written notice to parent, guardian, or custodian.

2nd Offense: One day of ISS (In-School Suspension); parent, guardian, or custodian contact. An intervention meeting may be scheduled with the family to develop a plan for improved attendance.

3rd Offense: Two days of ISS; parent, guardian, or custodian contact; the student will lose the privilege of attending or participating in extra-curricular school activities and programs for fifteen (15) calendar days.

4th Offense: Three days of ISS; parent, guardian, or custodian contact; the student will lose the privilege of attending or participating in extra-curricular school activities and programs for thirty (30) calendar days.

5th Offense and additional unexcused absences thereafter: Three days of ISS; parent, guardian, or custodian contact; the student will lose the privilege of attending or participating in extra-curricular school activities and programs for the remainder of the current semester. The principal or his/her designee will notify the County Attorney and recommend proceedings.

Tardy:

Elementary & Middle School – Five (5) tardies to school equal one unexcused absence (refer to Unexcused Absence Regulation above).

High School – Tardy students must report to the main office to obtain a pass to class. Tardy students will not be admitted to class without a pass. Every three (3) tardies will result in disciplinary action. Tardies are only excused for special circumstances.

Extended Academic Time

As determined by the principal or his/her designee, a student with more than ten (10) absences in a semester may be required to make up time in a manner determined at each educational level (K-5, 6-8, 9-12). Building principals or designees are authorized to schedule such make-up times for students on any weekday between 7:00 A.M. and 6:00 P.M. and/or on Saturdays. Make-up sessions will be supervised by school personnel. A student's failure to make up time will be considered insubordination and defiance of school authority, resulting in appropriate disciplinary action.

Adopted: August 8, 2017

**PARK COUNTY SCHOOL DISTRICT #6
BOARD OF EDUCATION POLICY**

CODE: JE

STUDENT ATTENDANCE

The Board of Trustees believes that regular attendance at school in every grade is essential if the child is to receive the maximum benefit of the educational program of the school district. Regular attendance at school is also necessary in order to properly plan for the daily activities of each class. Regular attendance and contribution from each student is also beneficial to the education of all other students in class.

The administration shall be responsible for setting forth in student handbooks, attendance requirements and consequences for failure to attend and receiving unexcused absences.

Every absence of a student from the district except for school activities shall require a note or phone call from the parent/guardian or designated adult person responsible for the student within the district.

Wyoming law requires that any student with five (5) or more unexcused absences in one school year be considered a habitual truant. In the case of a habitual truant the administration or the designated attendance officer is directed to comply with the law regarding notification of the district attorney when a child has been determined to be a habitual truant.

The administration shall develop uniform rules among the various grades as to whether or not and in what manner make-up work may be permitted when there has been an unexcused absence.

Temporary amendments to attendance policies may be made by the Superintendent in the event of a biological outbreak, hazardous weather, emergency, or disaster which may threaten the health or safety of students and personnel. Any changes will be communicated to students and parents.

Adopted: 1/20/98
Revised: 5/15/07
Revised: 3/17/2020

Descriptor Term:
Student Absences and Excuses

Descriptor
Code:
JH

Issued Date:
03/20/2012
Rescinds:
03/10/1997

Regular attendance is of prime importance at all levels in the educational process. All students are expected to attend school in order to maximize the effectiveness of and opportunities provided in the school's educational program. It is the parents' responsibility to see that their children attend school regularly. It is also the parents' responsibility to inform the school when their child will not be in school.

Absences will be excused when they are arranged for in advance with the parents' permission and consent or notification is given by the parent to the school prior to the start of school the day following the absence

All absences for which the appropriate parental notification and permission is not received will be considered unexcused. Any student who has five (5) or more unexcused absences in any school year will be considered an habitual truant.

School attendance requirements shall be established by the administration and shall be the same for each individual grade. The school may require attendance for purposes of successfully completing and satisfactorily earning a grade in any class. See Board Policy JE/JE-R.

Descriptor Term:

HIGH SCHOOL ATTENDANCE POLICY

**Descriptor
Code:**

JE-R

**Issued Date:
04/19/16
Rescinds:
08/17/11**

Regular attendance at school is vitally important to each student as it can directly affect his/her progress academically and his/her development of attitudes and habits for later life. The more absences a student accumulates, the less he or she can be expected to adequately participate in and understand classroom activities. Statistics nationally, as well as directly in this district, verify that students with fewer absences generally earn higher grades and are more successful. Learning to regularly attend and to be on time is a tool, which is not only beneficial in school but will help students to be successful in college as well as business.

While keeping records of students is a school function, the primary responsibility for insuring regular attendance at school rests with the parent and the student. Through the cooperative efforts of parents and the school, it is hoped that each student will develop attendance habits and attitudes, which will be helpful to his/her present and future endeavors.

It is the school board's duties to set criteria for receiving credit for classes. To successfully complete a class and receive credit, a student must:

- a) earn a passing grade
- b) have satisfactory attendance as defined by this policy

When a student has missed eight (8) or more classes in any semester, this equates to more than 10% of the total class time. The board believes that except in exceptional circumstances when a student misses more than eight (8) classes in any one semester, that there has not been adequate participation in the class to receive credit. Although a student, under this policy, may be absent for any reason, for up to eight (8) times without losing credit, this is not to be considered a grant to be absent in any case where absence is avoidable; therefore, any absence except those for school activities will be recorded as a chargeable absence. All out-of-school suspensions shall be considered chargeable absences.

GENERAL PROCEDURES:

Definitions

Tardy: Any student who is not in class by the time the final bell signifying the start of class rings shall be tardy unless a written note excusing the tardy is provided by another teacher or administrator.

Absence: An absence means not being in attendance at any class in which the student is enrolled but shall not include an absence as a result of participation in school activities. College visitations by seniors will not count as an absence.

Excused Absence: An excused absence is when a note or phone call from a parent is given to the school before school starts on the day following the absence. Notification of a planned absence may be given before the absence or the day of the absence but in no case will be accepted later than the morning prior to the start of school on the day following the absence when the student returns to school.

Unexcused Absence: An unexcused absence is an absence for which notification required for an absence to be excused is not received prior to start of school on the day following the absence.

Tardies: A student will be allowed a total of two (2) tardies per nine week period. Beginning with the third tardy during any nine week period, a thirty minute detention will be given to the student. All subsequent tardies will warrant Friday school and/or In-School Suspension.

If a student does not show up for detention, another detention is automatically added. The only excuses that will be accepted for missing a detention are if a student is absent the day of detention or is a bus student. When a student accumulates 3 or more detentions, double time will be served (40) minutes) until the student is back to one detention.

Unexcused Absences: Students whose absences are unexcused may receive detention or suspension from school. Students whose absences are unexcused will not be allowed to make up work in the class or classes which they were absent from.

ABSENCES:

1. When a student is absent regardless of whether it is excused or unexcused for a total of four (4) times during any semester, the principal or superintendent shall send written notification to the student and parent stating the class or classes which the student has been absent from for four (4) times specifically notifying the parent of the importance of complying with the attendance policy.
2. After a student is absent from any one or more classes for a total of six (6) times during the semester, the principal and/or guidance counselor shall schedule a conference with the student and the student's parents to discuss the absences, the importance of attendance and the attendance policy.
3. After the student has been absent for eight (8) times for any class or classes during the semester, the parent and student shall be given a final notice of the number of absences and that any further absences may result in an inability to earn credit in that class for the semester.
4. Students who have been absent for more than eight (8) times in any one subject will not earn credit and may be put into an in-schools suspension or study hall for that class or classes.
5. Any student who is absent from class more than eight (8) times may request an attendance hearing to keep the class credit. The student may be allowed to remain in class pending the hearing. The hearing shall be scheduled within three

(3) school days beginning with the day the attendance hearing is requested. The student and his parents shall be required to attend the hearing along with the building principal. If the student and parents can demonstrate that the ninth absence was due to extenuating circumstances that could not be prevented including hospitalization, required medical, dental, orthodontal, or optometric care that could not be scheduled after school, serious illness, family emergency or other emergency which the principal believes warrants continuation of class credit, then the principal, in consultation with the guidance counselor, may grant an exception to the attendance policy. The principal as a condition to granting these

exceptions may require that the parent or student enter into a written agreement between the principal and parents or students and make-up time during Friday School. Any subsequent absence shall result in loss of credit, however, the student may request a subsequent attendance hearing in which event the same procedures as set forth above shall be followed.

6. In the event of the principal's determination to withhold credit from a student under this policy, and subsequent to an attendance hearing, the parents, if they have complied with the attendance hearing process may appeal the principal's decision to the board of trustees. In the event the parents and/or student desires to appeal the principal's determination, they shall do so in writing to the board of trustees within five (5) days after the final determination of the principal. The board shall take the appeal matter up at their next regularly scheduled board meeting held after receipt of the notice of appeal unless the matter is sooner scheduled to be heard at a special meeting. The board shall hear the appeal by allowing both sides to discuss the circumstances of the absences with the board and to call whatever witnesses either side desires. While the appeal is pending, the student shall be permitted to remain in the class. The board's determination shall be final.

Descriptor Term:

STUDENT ATTENDANCE

Descriptor

Code:

JE

Issued Date:

04/19/16

Rescinds:

03/10/97

The Board of Trustees believes that regular attendance at school in every grade is essential if the child is to receive the maximum benefit of the educational program of the school district. Regular attendance at school is also necessary in order to properly plan for the daily activities of each class. Regular attendance and contribution from each student is also beneficial to the education of all other students in class.

Generally the administration shall be responsible for setting forth in student handbooks, particularly in the high school and junior high, attendance requirements and consequences for failure to attend and receiving unexcused absences.

Every absence of a student from the district except for school activities shall require a note or phone call from the parent/guardian or designated adult person responsible for the student within the district, which shall be given preferably prior to the absence, but in no event later than prior to the start of school on the day following the absence. Any absence from school without the appropriate parental consent and permission shall be considered an unexcused absence.

Wyoming law requires that any student with five (5) or more unexcused absences in one school year be considered a habitual truant. In the case of a habitual truant the administration or the designated attendance officer is directed to comply with the law regarding notification of the district attorney when a child has been determined to be a habitual truant.

The administration shall develop uniform rules among the various grades as to whether or not and in what manner make-up work may be permitted when there has been an unexcused absence.

*Refer to Procedure JE-R

Descriptor Term:
Truancy

Descriptor
Code:
JHB

Issued Date:
03/20/2012
Rescinds:
03/10/1997

According to Wyoming Compulsory Attendance laws, an habitual truant is any student who accumulates five (5) or more unexcused absences in any school year.

The principal of each school or his designee is the designated attendance officer for that school. The attendance officer shall monitor the attendance of all students. When a student shall have missed five (5) days of school and such absences are unexcused, it shall be the duty of the attendance officer to counsel with the student, parent or guardian in an attempt to improve attendance habits. Should an additional unexcused absence be recorded, the attendance officer shall provide written notice to the parent or guardian that the attendance is required by law. The attendance officer shall also comply with legal requirements of notification of the county attorney of the status of the student as an habitual truant.

REGULATIONS FOR NON-COMPULSORY ATTENDANCE SECONDARY LEVEL GRADES 9 - 12

ATTENDANCE REQUIREMENT

Students enrolled in grades 9-12 are allowed to have up to two (2) unverified/unexcused absences per class on the block schedule and six (6) class periods on a regular schedule per semester. Absences exceeding these limits may result in loss of credit. Students must meet standards acceptable to the teacher to receive credit for course work. It is recommended that student absences be pre-excused whenever possible. Student absences must be excused by a parent or guardian within two school days of the absence from school or the absence will be considered unverified/unexcused. Parents or guardians may personally stop by, send a note or phone the school office in order to verify their student's absence.

School administration will request a meeting with an Attendance Concerns Committee within forty-eight (48) hours of receiving notice of the loss of credit. Upon review by the Attendance Concerns Committee, credit will be reinstated or denied.

REQUIRED MAKE-UP WORK

Students are allowed one day make-up time for each absence. When schools are on a block schedule, students are expected to obtain missed assignments the day they return to school.

NOTIFICATION and APPEAL

Parents, guardians and students will be notified on a quarterly basis of the number of absences recorded to date.

Students who are adversely affected by this regulation may appeal to the Board of Trustees through the Superintendent of Schools.

Adopted: May 16, 2011

Revised: August 19, 2013

REGULATIONS FOR COMPULSORY ATTENDANCE CENTERS K-8

ILLNESS ABSENCES

Pupils who have been excessively absent due to illness will be required to furnish a written medical report from their doctor. This will aid the school in determining the best educational program for the pupil. Any pupil who, by order of his/her physician, is confined either at home or in the hospital for more than one week shall be eligible for the district's Homebound Instructional Program.

OTHER ABSENCES

Pupils who will be absent from school for extended periods of time due to vacations, trips, serious illness, etc. are required to notify the Principal regarding the absence. Parents of pupils planning to be absent from school are advised to notify the teacher in advance and schedule a conference to discuss make-up work. The responsibility for making up assignments missed is one shared by teachers, parents, and pupils. Parents and pupils need to be aware that make-up work does not replace classroom instruction. Excessive absenteeism may result in retention or loss of credit.

Procedural steps for pupils who are absent from school in compulsory attendance centers during regularly scheduled school days are as follows:

1. A child's absence will be reported by the homeroom teacher and be recorded in the main office attendance center.
2. The parent/guardian is required to phone the office by 8:45 a.m. that day. If the parent has not notified the office by 8:45 a.m. on the day of the absence and the parent cannot be contacted, the absence shall be recorded as unexcused until contact is made or a signed note is submitted to the office.
3. Building principals will determine if a child's absence is excused or not excused. An excused absence will be one which is considered unavoidable or one in which circumstances surrounding the absence are justified as valid.
4. If an absence is excused, the student will usually be allowed one day to make up work for each day absent.

5. If the homeroom teacher or other school personnel has reason to believe that a child's absence is not excused, it should be brought to the attention of the building principal.

6. Absence--Notification of Parents:

Notification of parents will be left to the discretion of the school principal.

7. Unexcused Absence--Procedure:

The principal will follow the proper procedures as outlined in the Wyoming Education Code concerning compulsory attendance. (ref. Wyoming Education Code 21-4-101-107)

8. Truancy-Procedure:

Truancy is absence by a student without the knowledge or the permission of parents/guardian or authorized school personnel. The principal will follow the proper procedures as outlined in the Wyoming Education Code concerning compulsory attendance. (ref. Wyoming Education Code 21-4-101-107)

Adopted: June 15, 1998
Revised: August 19, 2013

STUDENT ABSENCES AND EXCUSES

The Board of Trustees recognizes that regular attendance at school is vitally important to each pupil and that it can directly affect his/her academic progress. To be successful in school a pupil must be regular and punctual. Frequent absences from the regular classroom learning experience disrupts the continuity of the instructional process. Teacher instruction provides a necessary enrichment to textbook learning. Pupils who miss class are denied this additional learning experience.

While keeping records of pupils is a school function, the primary responsibility for insuring regular attendance at school rests with the parent and the pupil. Through the cooperative efforts of parents and the school, it is hoped that each pupil will develop attendance habits and attitudes which will be helpful in his/her present and future endeavors. However, parents and pupils should be aware that irregular attendance for any reason may result in retention or loss of credit.

To assist parents and pupils in establishing and maintaining regular school attendance, the Board will:

1. Adopt, and review annually, rules and regulations for compulsory attendance centers
2. Adopt, and review annually, rules and regulations for non-compulsory attendance centers
3. Authorize building principals, under the direction of the superintendent to assume responsibility for administration of attendance rules and regulations
4. Appoint building principals as attendance officers, with authority to use the school policy as well as the Wyoming Education Code (ref. 21-4-101)

First Reading:	June 15, 1998
Second Reading:	July 15, 1998
Review:	July 15, 2013

TRUANCY

Any student who is absent and unaccounted for will be considered unexcused under the terms of Board policy. Under law, five unexcused absences constitutes habitual truancy.

The Board's policy on absences and excuses will be applied to cases of possible truancy and disciplinary action will follow in cases where truancy is proven.

LEGAL REFS.: W.S. 21-4-101 through 21-4-107

CROSS REFS.: JED, Student Absences and Excuses
JFC, Student Conduct
JGD/JGE, Student Suspension/Expulsion

First Reading	June 15, 1998
Second Reading	July 15, 1998
Review:	July 15, 2013
Review:	Sep 16, 2013

SCHOOL ATTENDANCE/ABSENCE

Regular attendance is of prime importance at all levels in the educational process. All students are expected to attend school in order to maximize the effectiveness of and the opportunities provided in the school's educational program. It is the parents' responsibility to inform the school when their child will not be in school.

Normal excused absences are those resulting from illness of the student, medical appointment, or family emergency.

Attendance regulations will be adopted which will bring about regular attendance. Such regulations may include penalties for habitual absence.

Note: Permission from a doctor to return to school may be required following certain diseases or injuries. A student may be required to bring verification of illness from a doctor if, in the Principal's opinion, absences become excessive.

Legal Reference: W. S. 21-4-101
W. S. 21-4-102

Adopted: 05/12/86
Reviewed: 12/14/98

ABSENCES AND EXCUSES

Regular attendance is of prime importance in the educational process. All students are expected to attend school on a consistent basis to insure optimal learning.

Absence: Absence is defined as “any time a child is not in school”. This includes partial days, or class periods for grades 6-12 (if a student misses more than two hours of school, K-5 it will be counted as 1/2 day of absence), and full days.

Excused Absence: Absences occurring during school hours shall be considered excused absences for the following reasons: illness of the student, death in the family, medical or dental, observance of religious holiday, or for any reasons for which the principal considers that exemption from attendance is in the best interest of the student.

Unexcused Absence: Unexcused absence means the absence which may include: family vacations, child care situations, non-school-related activities, missed school bus, or other reasons unacceptable to the school. After 3 unexcused absences the student will be reported to the county attorney for truancy prevention. After 6 days of unexcused absences the student will be reported to the county attorney for truancy and Educational Neglect will be pursued.

Steps To Be Taken by the Sheridan County School District #1 Schools To Ensure Good Attendance for All

- Schools will make sure that school attendance policies are provided to the parents/guardians of all students on a yearly basis during registrations.
- If a student is absent on any given day and the office has not been contacted by the parent/guardian, the school office will attempt to contact parent/guardian to verify the absence.
- On the 4th absence of the academic year, the school will make a “personal contact” with the student’s parent/guardian by either the principal or the school counselor. A letter may be sent home and a meeting may be scheduled.
NOTE: If prior arrangements for educational needs of the student were made and/or the absences were determined, by the principal or designee, to be reasonable, no parent contact, meeting or letter may be necessary.
- Following the 8th absence of the academic year, the school will contact the parents/guardians to set up a meeting. A letter will be sent to include the student’s attendance record and date and time of the meeting. Minutes will be kept concerning the meeting, and one or more of the following steps may be agreed upon at this meeting:
 - Discussion of the reasons of the excessive absences
 - Review or take into account the historical attendance issues for a student
 - Develop of a contract (attendance improvement plan) with parents and student.
 - Discussion of make-up work, remediation, summer school, etc.
 - The school may request Doctor’s verification with dates for student absences
 - Outline further steps to be taken if the problem continues.*NOTE: If prior arrangements for educational needs of the student were made and/or the absences were determined, by the principal or designee, to be reasonable, no parent contact, disciplinary actions (if any), meeting or letter may be necessary.*
- Following the 12th absence of the academic year, if the previous meetings and interventions have not resolved the attendance issue, a letter may be sent home and another meeting scheduled with the parent/guardian and student. The letter may include the following:
 - Review of the attendance/academic problem
 - Description of previous agreed upon solutions from previous meetings, and an outline of possible new agreed upon actions or interventions
 - Explanation of excessive absences/consequences*NOTE: If prior arrangements for educational needs of the student were made and/or the absences were determined, by the principal or designee, to be reasonable, no parent contact, meeting or letter may be necessary.*
- When a student has reached 16 or more absences in an academic year, and prior meetings, contacts, contracts, and interventions have not been successful, after receiving all attendance documentation, the school may make a referral to the appropriate authorities under the Children in Need of Supervision Act and/or the Department of Family Services. A letter by registered or certified mail and a personal contact will be made to inform parents of this action.
- A student’s attendance record from the previous year may be reviewed and applied to the following year for attendance issues.
NOTE: Sheridan County School District # 1 is committed to work intensely with parents in providing a meaningful and consistent program for a child’s attendance. The school and school district will make an earnest and consistent effort to improve attendance and to provide meaningful educational programming while working with the parents/guardians and student regarding school attendance.

ABSENCES AND EXCUSES

Attendance regulations will follow Wyoming state statutes W.S. 21-4-104 (a)(ii), compulsory education, and W.S. 21-4-107, habitual truancy.

Adopted: 6/19/07

Revised: 9/21/10; 1/18/11; 7/17/13; 12/18/18; 7/15/20

STUDENT ATTENDANCE

The Board of Trustees requires students to regularly attend school pursuant to this policy and the compulsory attendance statutes set forth in the Wyoming Education Code.

Attendance Officer

The Principal or Principal's designee of each school serves as an attendance officer of the District. It shall be the responsibility of the attendance officer to: (1) Counsel with students, parents, guardians and other staff regarding student attendance; and (2) To investigate the cause of unexcused absences.

Definition of Unexcused Absence

An unexcused absence is an absence for any school day or part thereof that the school attendance officer considers non-compelling or avoidable. In making this determination the attendance officer shall consider the academic performance and educational needs of the student.

If a student is absent and no note or call is received on the day of the absence, the school shall attempt to notify (by telephone, or other means of communication) the parent, guardian, or custodian of the student. If after two school days, the attendance officer is not provided with an acceptable reason for the absence, the absence(s) will be considered to be unexcused.

Excused Absences

An excused absence is an absence that the attendance officer with the knowledge of the parent, guardian or custodian considers compelling or unavoidable. An absence requires approval of the principal or his/her designee in order to be determined as an excused absence. In all absences it is the responsibility of the student's parents, guardian, or custodian to contact the school within 48 hours of the absence to provide an explanation regarding the absence. The attendance officer may require that this explanation be in writing. Failure to communicate with the school, either during the absence or within two school days after the student returns, may result in the absence being recorded as unexcused.

Subject to approval by the attendance officer, absences resulting from illness of the student, a family emergency, other medical issues involving the student, or bereavement will normally be excused.

STUDENT ATTENDANCE

Any more than twelve (12) excused absences in a single school year (excluding school sponsored/related activities, medical or bereavement absences) is deemed excessive and each such additional absence shall be considered unexcused.

Students submitting make-up work due to an excused absence will be permitted to do assigned work without penalty within a reasonable amount of time as established by each school.

Unexcused absences / Notices

After one unexcused absence in any one school year, the attendance officer shall give written notice to the parent, guardian or custodian of the absence, and shall advise the parent, guardian or custodian with respect the ways to contact the school to advise of an absence and the reason(s) for it. The attendance officer shall also advise that attendance of the student is required by law pursuant to W.S. 21-4-104(a)(ii).

Following the third unexcused absence in any one school year, the attendance officer shall contact the parents, guardians, or custodians of the student to discuss reasons for the unexcused absences and to develop a plan for consistent attendance. Also following the third unexcused absence, the attendance officer may contact the Department of Family Services and/or the District Attorney's Office concerning the student.

Following the fifth unexcused absence in any one school year, the student is considered a habitual truant under state law, in which case the attendance officer shall notify the district attorney who is then required to initiate proceedings in the interest of the child under the Juvenile Court Act pursuant to W.S. 21-4-107.

If any student has two unexcused absences during a school year which the attendance officer reasonably believes was due to the willful neglect or failure of the parent, guardian or custodian, the attendance officer shall make and file a complaint against such parent, guardian or custodian before the district court pursuant to W.S. 21-4-104(a)(ii).

W.S. 21-4-101 et seq.

First Reading: 4-10-17

Second Reading: 6-19-17

5114 Excused Absences

An excused absence is one in which the School District, with the knowledge of the parent, excuses the absence. The building principal has authority to assess and decide whether the absence is excused or unexcused. There are two types of excused absences, those with prior notice and those without prior notice.

Absences with prior notice

Written notice provided within a reasonable amount of time (24-hour minimum notice is recommended so teachers and student can prepare for the absence.)

Absences without prior notice

Illness of the student

Family emergency & accidents, emergency room treatment, or other emergency situations that necessitate the immediate absence of the student

In all absences in this category, it is the responsibility of the student's parent or legal guardian to contact the school each day the student is absent, explaining the absence. If this is not possible, the student is required to provide a written statement from the parent or guardian, giving an explanation for the absence, upon the student's return to school. Failure to communicate with the school either during the absence or within two school days after the student returns may result in the absence being recorded as unexcused.

A maximum of 7 excused absences will be allowed in any one semester. Each absence beyond the 7 excused absences per semester will be unexcused (*truancies*). Exceptions will be certification from a competent medical authority stating specific days to be excused from school or a verified family emergency.

In cases of prolonged or chronic illness (more than five consecutive days absent), prior to the student's return, the student must provide certification from a competent medical authority stating he/she is free from the disease, or the disease has passed the communicable stage. When appropriate, homebound instruction will be considered.

Students submitting make-up work due to an excused absence will be permitted to do assigned work without penalty within a reasonable amount of time as established by each school.

UNEXCUSED ABSENCES

All absences falling into this category are truancies. A student is considered truant (unexcused) when he/she is absent without the knowledge of the parent/guardian and/or school officials, or if the absence cannot otherwise be excused by the building principal and/or District attendance officer. An F grade or equivalent will be recorded for each class and activity missed during the student's truancy.

Truancies

Each building will establish procedures regarding disciplinary action for unexcused absences. The District will establish additional actions for trancies applying differently to compulsory and non-compulsory students.

When a student is truant, upon his/her return, the student will be required to have a conference with the principal or his/her designee. The parents/guardians are to be notified by phone, when possible, and /or by letter, or by the attendance officer, within 48 hours of the principal/designee administering the consequences for the truancy. Interventions will be taken to establish corrective steps to improve the student's attendance and prevent future trancies.

Compulsory Students

Compulsory students are those who have not completed the tenth grade or have not reached 16 years of age. Upon the second truancy, the District attendance officer will have a conference with the truant student, his/her parents, and appropriate building staff. At this meeting the attendance officer will explain state statutes regarding trancies and possible future actions. Upon the third truancy, school personnel will notify the attendance officer who will send a registered letter notifying the parents of the third truancy and the action to be taken if a fifth truancy should occur.

Any student who has accumulated five or more days of truancy in any one school year will be referred to the Superintendent by the principal or the attendance officer. The Superintendent will schedule a hearing. Upon conclusion of the hearing with the parties of interest, the Superintendent may recommend to the Board of Trustees that the student should be classified as a habitual truant.

Non-compulsory Students

Non-compulsory students are those who are 16 and older or who have completed the tenth grade. Upon the third truancy, the principal/designee will have a conference with the truant student, his/her parents, and appropriate building staff. At this meeting the principal/designee will explain future consequences for continued truancy. Upon the fourth truancy, the principal/designee will send a registered letter notifying parents of the fourth truancy and the action to be taken if a fifth truancy should occur.

Any non-compulsory student who has accumulated five or more trancies in any one school year will be considered as a continued, willful disobedient student and as such could be scheduled for an expulsion hearing.

ADOPTION DATE: June 8, 2016

LEGAL REFERENCE(S): W.S. 21-4-101, 102; Rules and Regulations for the School Foundation Program, Chapter 8

CROSS REFERENCE(S): 5113, 5121, 5122

ADMINISTRATIVE REGULATION:

5113 Student Attendance K-12

Sheridan County School District #3 maintains high expectations for its students regarding attendance as well as achievement. All students enrolled in Sheridan County School District # 3 schools will be present for classes unless properly excused.

It is recognized that student absence from school may be necessary under certain conditions. However, every effort should be made by students, parents, teachers and administrators to keep absences and tardies to a minimum.

Student attendance at school is basically the responsibility of the parents and students. Schools and parents must keep each other informed about student absences to assure that absences are appropriate and properly excused.

Attendance in school is important to enhance learning beyond the simple completion of homework assignments and for setting life-long attendance habits. The Board of Trustees, through regulation, will establish the number of days per semester and year permitted for excused absences. Extraordinary circumstances for exceptions will be given in the K-12 attendance regulation.

The Sheridan County School District #3 Board of Trustees, as provided in State Statute, establishes student attendance policy and regulations. Sheridan County School District #3 recognizes two types of absences: excused and unexcused. Definitions and conditions for determining whether an absence is excused or unexcused are also found in the Regulation.

ADOPTION DATE: June 8, 2016

LEGAL REFERENCE(S):

CROSS REFERENCE(S): 5121, 5122

ADMINISTRATIVE REGULATION: 5114



Book	SCSD 1 Policy Manual - Operations
Section	Section J - Students
Title	Attendance Policy
Code	JE
Status	Active
Adopted	May 12, 2011
Last Revised	June 9, 2016

The Board of Education considers school attendance to be an integral part of the student's learning experience. Excessive absences, excused or unexcused, can result in a significantly diminished academic experience. Consequently, the Board of Education believes in a direct relationship between attendance and academic excellence and individual achievement. The administration shall develop policies and regulations that both reflect this emphasis on student attendance and are in compliance with the following Wyoming State Statutes.

Wyoming State Statute § 21-4-101 provides the following relevant definition:

"Unexcused absence," means the absence, as defined in the policies of the local board of trustees, of any child required by this article to attend school when such absence is not excused to the satisfaction of the board of trustees by the parent, guardian, or other person having control of such child.

SCSD#1 defines an unexcused absence as any absence not excused by a parent, legal guardian, or other person having legal custody of such child, any absence not related to a school sanctioned activity, or any absence not pre-approved or excused by school administrator, attendance officer, or attendance review committee.

Wyoming State Statute § 21-4-102 states the following:

Every parent, legal guardian, or other person having control or charge of any child who is a resident of this state and whose seventh birthday falls on or before September 15 of any year and who has not yet attained his sixteenth birthday or completed the tenth grade shall be required to send such child, and such child shall be required to attend, a public or private school each year, during the entire time that the public schools shall be in session in the district in which the pupil resides; provided, that the board of trustees of each school district may exempt any child from the operation of this article when:

- a. The board believes that compulsory attendance in school would be detrimental to the mental or physical health of such child or the other children in the school; provided, the board may designate at the expense of the district a medical doctor of its choice to guide it and support it in its decision;
- b. The board feels that compulsory attendance might work undue hardship. The board may conduct a hearing on issues pursuant to this paragraph by executive session; or
- c. The child has been legally excluded from regular school pursuant to suspension or expulsion.

Wyoming State Statute § 21-4-103 states the following:

The primary responsibility for the enforcement of this article shall be upon the board of trustees of the school district, which shall appoint an attendance officer or officers to carry out the provisions of this article.

Wyoming State Statute § 21-4-104 states the following:

Subject to the policy of the board of trustees, it shall be the duty of each attendance officer to:

- a. Counsel with students, parents, legal guardians or custodians and teachers; and to investigate the causes of unexcused absences.
- b. Give written notice to the parent, legal guardian, or custodian of any child having an unexcused absence that law requires the attendance of such child at school. If after such notice has been given, the child has a second unexcused absence, which the attendance officer reasonably believes was due to the willful neglect or failure of the parent, legal guardian, or custodian of the child, then he shall make and file a complaint against such parent, legal guardian, or custodian of such child before a justice of the peace of the proper county or the district court for the violation.

Wyoming State Statute § 21-4-107 states the following:

When the board of trustees of any school district shall determine that a child is a habitual truant, as defined by this article, the board or its attendance officer shall notify the district attorney who shall then initiate proceedings in the interest of the child under the Juvenile Court Act.

SCSD #1 administrators and/or administrative designees shall function as individual school site attendance officers. Such attendance officers shall monitor student attendance and be responsible for upholding Wyoming State Statutes 21-4-101 through 21-4-107, as well as the following district approved regulations, including legal requirements of notification. Administrative attendance officers may also establish an attendance review committee to review and make recommendations concerning attendance issues.

Legal Reference: W.S. §21-4-101, et seq.

Unexcused Absences

All Unexcused Absences

- Parent/guardian notification.

After the first unexcused absence, the building principal (attendance officer) may take additional action that may include, but is not be limited to:

- Letter sent to parent/guardian.
- Mandatory parent/guardian and student conference with building principal and/or attendance review committee.
- Letter to County Attorney (as statutorily required).
- Time for time academic recovery requirements (restricted lunch, in-school service and study or similar)

SCSD #1 EXCUSED ABSENCE REGULATIONS

As stated above, the Board of Education considers school attendance to be an integral part of the student's learning experience. Therefore, parents/guardian should make every effort to comply with both board policy and Wyoming State Statutes related to attendance. Parents/guardians shall notify school officials of all student absences prior to such absences or within 24 hours of such absences. Parents/guardians shall pre-approve all planned student absences at least one weeks prior to such absences so that teachers and/or administrators can arrange for continued learning and completion of assignments. SCSD #1 recognizes that extraordinary circumstances, such as death in the immediate family, may impact a student's ability to attend school. During such unavoidable absences, students and parent/guardians should make every effort to communicate with school administrators and/or teachers to arrange for opportunities for continued learning and completion of missed assignments.

Excused Absence Regulation

The building principal or designee will attempt to call about all unreported student absences. After the seventh (7) excused absence per semester, the building principal or designee shall send written notification to the parent/guardian

stating the dates and/or classes which the student has been absent, the importance of attendance, and the possible consequences related to continued absence from school. The building principal may also request a meeting with the student and parent/guardian to discuss specific educational and/or legal consequences related to continued absence from school. After the tenth (10) excused absence per semester, the building principal and/or attendance review committee will review and recommend further action that may include, but not be limited to:

- Attendance contract
- Requirement of appropriate documentation for future absences
- Referral to the county attorney and/or department of family services.
- Time for time academic recovery requirements (restricted lunch, in-school service and study or similar).
- Summer school or academic standards proficiency demonstration pursuant to Board Policy IKE.

It is the right of the parent/guardian and student to appeal to the district, any recommendation or action taken by the administrative attendance officer and/or the attendance review committee regarding student attendance issues.

STUDENT ABSENCES AND EXCUSES

Regular attendance is of prime importance at all levels in the educational process. All students are expected to attend school in order to maximize the effectiveness of and opportunities provided in the school's educational program. It is the parents' responsibility to see that their children attend school regularly. It is also the parents' responsibility to inform the school when their child will not be in school.

Absences will be excused when they are arranged for in advance with the parents' permission and consent or notification is given by the parent to the school prior to the start of school the day following the absence.

All absences for which the appropriate parental notification and permission is not received will be considered unexcused. Any student who has five (5) or more unexcused absences in any school year will be considered an habitual truant.

School attendance requirements shall be established by the administration and shall be the same for each individual grade. The school may require attendance for purposes of successfully completing and satisfactorily earning a grade in any class. See Board Policy JE/JE-R.

Adoption Date: 11/19/80

Amended: 3/21/17

STUDENT ATTENDANCE

The Board of Trustees believes that regular attendance at school in every grade is essential if the child is to receive the maximum benefit of the educational program of the school district. Regular attendance at school is also necessary in order to properly plan for the daily activities of each class. Regular attendance and contribution from each student is also beneficial to the education of all other students in class.

It is the school board's duty to set criteria for receiving credit for classes. To successfully complete a class and receive credit, a student must:

- a) earn a passing grade
- b) have satisfactory attendance as set forth in the student handbooks

Generally the administration shall be responsible for setting forth in student handbooks, particularly in the high school and junior high, attendance requirements and consequences for failure to attend and receiving unexcused absences.

Every absence of a student from the district except for school activities shall require a note or phone call from the parent/guardian or designated adult person responsible for the student within the district, which shall be given preferably prior to the absence, but in no event later than prior to the start of school on the day following the absence. Any absence from school without the appropriate parental consent and permission shall be considered an unexcused absence.

Wyoming law requires that any student with five (5) or more unexcused absences in one school year be considered a habitual truant. In the case of a habitual truant the administration or the designated attendance officer is directed to comply with the law regarding notification of the district attorney when a child has been determined to be a habitual truant.

The administration shall develop uniform rules among the various grades as to whether or not and in what manner make-up work may be permitted when there is an unexcused absence.

Adoption Date: 3/21/2017

Amended Date: 9/18/2018

TRUANCY

According to Wyoming Compulsory Attendance laws, an habitual truant is any student who accumulates five (5) or more unexcused absences in any school year.

The principal of each school or his designee is the designated attendance officer for that school. The attendance officer shall monitor the attendance of all students. When a student shall have missed five (5) days of school and such absences are unexcused, it shall be the duty of the attendance officer to counsel with the student, parent or guardian in an attempt to improve attendance habits. Should an additional unexcused absence be recorded, the attendance officer shall provide written notice to the parent or guardian that the attendance is required by law. The attendance officer shall also comply with legal requirements of notification of the county attorney of the status of the student as an habitual truant.

Adoption Date: 11/19/80

Revised: 3/21/17

STUDENT ATTENDANCE AND ABSENCES

I. GENERAL STATEMENT OF POLICY

A student whose seventh birthday falls on or before September 15 of any year and who is under twenty-one years of age is considered to be of school age in Wyoming. *See* Wyo. Stat. § 21-4-102(a) and Wyo. Stat. § 21-4-301. Sweetwater County School District Number One, State of Wyoming considers regular school attendance essential for success in school. Regular school attendance has a direct relationship to student achievement of performance standards, grades, social development, and advancement. Make-up work cannot completely substitute for the learning that occurs in a classroom environment. Therefore, enrolled students are required to be present for scheduled classes unless properly excused.

Attendance is compulsory for any school-age student residing in Wyoming who has not yet attained his or her sixteenth birthday or completed the tenth grade. *See* Policy File JEA. Every parent, guardian or person having control, or charge, of any student subject to Wyoming's Compulsory Attendance Act is required to send the student to school during the entire time that the public schools are in session; and every student subject to the Act is required to attend school. *See* Wyo. Stat. § 21-4-102.

The Human Resources Director of the District and each building principal is hereby designated as an attendance officer. *See* Wyo. Stat. § 21-4-103. Each classroom teacher is required to maintain accurate, attendance records and report all student absences and tardiness to the building principal or designee.

An absence occurs when the student fails to be in attendance, at the place designated for the class, for a period of time exceeding five minutes beyond the starting time designated for the class.

A tardy occurs when the student fails to be in attendance, at the place designated for the class, within five minutes after the final starting time designated for the class, unless the tardy is excused by specific, written permission of an administrator or professional staff member of the District under procedures to be established by each school.

II. EXCUSED ABSENCES

Absences from class shall be excused only for necessary and important reasons at the discretion of the District attendance officers. Excused absences may result from one of two sets of circumstances, absences with prior notice or absences without prior notice.

For absences that occur with prior notice, such as family activities or vacations, professional appointments which cannot be scheduled after school hours, or other reasons prearranged by the parent or legal guardian and approved by the attendance officer, parents or legal guardians are requested to provide written notice to the school within a reasonable amount of time prior to the absence (a minimum of forty-eight (48) hours prior notice is recommended so teachers and students can prepare for the absence with work assignments).

For absences that occur without prior notice, such as personal illness, hospital or emergency-room treatment, accident, serious personal or family problems, or other emergency situations that require that the student be absent, parents or legal guardians are requested to provide notice to the school each day the student is absent. Upon the student's return to school from an absence that occurs without prior notice, parents or legal guardians are required to provide notice and reason for the absence within forty-eight (48) hours of the student's return to school. Notice may be provided in writing, signed by the parent or legal guardian. Notice may also be provided by telephone, to the attendance officer or designee, by the parent or legal guardian.

In all situations, the parent or legal guardian shall request that the absence be excused by the attendance officer. Attendance officers have discretion to request further information from parents or legal guardians to verify requests for absences to be excused. The administrative determination of whether or not an absence shall be excused shall be at the discretion of the District attendance officers. The attendance officer shall not count students as absent for prearranged absences due to school activities held during the school day or prearranged conferences with professional school staff held during the school day.

At the secondary level, a maximum of 5 excused absences shall be allowed per class period in any one semester. At the elementary level, a maximum of 5 excused absences shall be allowed per attendance period in any one semester. Each absence beyond the 5 excused absences per semester will be unexcused. Exceptions are only authorized upon certification from a medical authority stating specific days to be excused from school, verified family emergency, or extenuating circumstances as determined by the District attendance officers.

A student whose absence is excused is permitted to perform make-up work or testing, without penalty, provided that the make-up work or testing is performed in the time and manner provided in each school's Student/Parent Handbook.

III. UNEXCUSED ABSENCES

An absence which is not approved by parents or legal guardians or not excused by the attendance officer shall be considered an unexcused absence. Unexcused absences are also deemed as trancies which is defined as the willful and unjustified failure to attend school by one who is required to attend.

The student must follow the specific time line of makeup work as defined by each school's Student/Parent Handbook so that the student may remain prepared to master the curriculum. Except as specifically required by this Policy, parents or legal guardians will be notified, at the telephone numbers or addresses reported at the time of enrollment, of unexcused absences or trancies as provided in each school's Student/Parent Handbook. In addition, students with unexcused absences will be subject to disciplinary action as provided in each school's Student/Parent Handbook. A student with a total of 5 unexcused absences will be deemed to have demonstrated continued willful disobedience or open defiance of the authority of school personnel and be subject to intervention.

A. Compulsory Attendance Age Students

The attendance officer shall provide a written notice to the parent or legal guardian of a student who has not yet attained his or her sixteenth birthday or completed the tenth grade upon the first occurrence of an unexcused absence or truancy. The notice shall notify the parent that the attendance of the student is required by law. Wyo. Stat. § 21-4-104(a)(ii).

If, after the first notice of unexcused absence is sent, the student has a second unexcused absence, which the attendance officer reasonably believes was due to the willful neglect or failure of the parent, legal guardian, or person having custody of the student, then the attendance officer shall make and file a complaint against the parent, legal guardian, or person having custody of the student with the Sweetwater County Prosecuting Attorney. Wyo. Stat. § 21-4-104(a)(ii). A parent, legal guardian, or person having custody of a student who willfully fails, neglects or refuses to comply with provisions of Wyoming's Compulsory Attendance Act may be found guilty of a misdemeanor and be subject to a fine or imprisonment in the county jail or both. Wyo. Stat. § 21-4-105.

A student who accumulates five or more unexcused days of absences in any one school year shall be referred to the board to be declared habitual truant. For purposes of this provision, unexcused absences from individual classroom periods in secondary schools or partial days of unexcused absences in elementary schools equal to five times the number of periods or partial days in the student's daily schedule (excluding seminary or work/study) shall equal five, unexcused days of absences.

B. Non-Compulsory Attendance-Age Students

Those students who are sixteen years of age or older or who have completed the tenth grade are considered non-compulsory attendance-age students. Upon the fifth unexcused absence, the building principal or designee will schedule a conference with the student, the student's parents or legal guardians, and appropriate professional staff.

Potential consequences of failure to attend school will be addressed, including potential disciplinary or legal proceedings. Information will be sought from the student and from the parents or legal guardians regarding intervention strategies, including performance contracts, to improve school attendance. Further unexcused absences shall result in such action as may be deemed by the building principal to be in the best interests of improving the student's attendance.

If a student has five (5) or more unexcused absences in any one (1):

- semester course increment in grades 7-12
- per semester in grades K-6

The principal or designee will contact parents/guardians to schedule a mandatory intervention meeting. Each school will develop an action plan as soon as possible following the 5th unexcused absence for the class/es with the identified attendance concerns. Parents/guardians will have one (1) calendar week to arrange for the intervention meeting upon receipt of notification from the school. After reasonable attempts have been made to schedule the intervention meeting, the intervention meeting may be held without parent/guardian involvement.

Note:

1. School sponsored absences will not count against the student. EG: athletics, activities, field trips, academic competitions, performances, productions, etc.
2. Medical absences that are excused by a healthcare professional will not count against the student.
3. Student absences for organized sports and activities that are not offered by SSD#1 will not count against the student if the student's grades satisfy the same eligibility criteria as any school-sanctioned activity. Each principal or designee will identify the process for communicating, notifying and executing this category of absence.
4. In situations with extenuating circumstances, parents/guardians may petition the attendance official for additional excused absences.
5. 504 or IEP teams may consider exceptions to the policy. The plan for how exceptions apply must be incorporated into the individual student's plan.

The school will identify an intervention action team to guide the developed interventions for the student. The intervention team may include the principal or designee, counseling support staff, teacher, parent/guardian and the student.

If conditions of the intervention are not met, and an additional three (3) unexcused absences are accrued this will result in the following actions:

- The County Attorney's office shall be notified of the student's habitual truancy as required by Wyo. Stat. 21-4-107, to begin proceedings in the interest of the child under the Juvenile Court Act.
- If a student who has not attained their sixteenth birthday, or has not completed the tenth grade, has excessive absences and the attendance officer reasonably believes the excessive absences are due to the willful neglect of the parent or guardian, the attendance officer shall provide a written notice to the parent or guardian-specifying District and state compulsory attendance regulations. Pursuant to Wyoming Statute the attendance officer shall file a complaint against the parent or guardian with the proper legal authorities due to the willful neglect of the parent or guardian.
- In grades 9-12 a student with eight (8) unexcused absences will not earn credit in the course/s identified, unless the student qualifies for a credit appeal process as an additional intervention. The credit appeal process will encourage continued class attendance and creates an opportunity for the student to regain course credit. If the student does not qualify or chooses to not participate in the credit appeal process, the student will earn an 'F' for the letter grade and factored into the grade point average (GPA).

An 'I' (Incomplete) is recorded for the letter grade if a student qualifies for a credit appeal process. During the intervention window of the credit appeal process, the 'I' is not factored into the grade point average (GPA). At the completion of the credit appeal process window the 'I' is replaced with the corresponding letter grade that is earned. The final letter grade will be factored into the GPA.

Adopted: 1977

Revised : 09/12/07 01/08/97 6/23/03 3/8/04 12/10/07 07/17/19

LEGAL REFS.: Stat. § 21-4-102(a) and Wyo. Stat. § 21-4-301. Wyo. Stat. § 21-4-104(a)(ii).
Wyo. Stat. § 21-4-105.

CROSS REFS.: JED JEFB, Released Time for Religious Instruction

School District #1, Sweetwater County, Wyoming

TRUANCY

Truancy

Truancy is an unexcused absence which indicates a willful and premeditated violation of the school's attendance policy. In the case of any truancy, the school principal or his/her designee shall notify the students parents or guardian and will be available for a conference with the student and his parents/guardian.

On the third offense, the student may be suspended or placed on probation, pending a conference with the student's parents/guardian and the school principal or his/her designee. Additional offenses will cause the student to be classified as a habitual truant.

The principal or his/her designee involved shall be designated "truant officers."

Each school will develop procedures to deal with truant students.

Habitual Truant

A habitual truant is defined by law as any child with five or more unexcused absences in any one school year. In accordance with the law, if the Board determines that a child is a habitual truant, the county attorney shall be so notified who shall then initiate proceedings in the interest of the child under the Juvenile Court Act.

Adopted 10/22/73

Revised 04/24/78 01/08/97

LEGAL REFS.: W.S. 21.1-47(b), and 21.1-53
Wyoming Education Policies Reference Manual, code JEDA

CROSS REF : JGD/JGE, Student Suspension/Expulsion



Book	Policy Manual
Section	Section J - Students
Title	JED - Student Absences And Excuses
Code	JED
Status	Active
Last Revised	November 8, 2011

File: JED

Student Absences and Excuses

1. General Statement of Policy

Sweetwater County School District Number Two, State of Wyoming considers regular school attendance essential for success in school. Regular school attendance has a direct relationship to student achievement of performance standards, grades, social development, and advancement. Make-up work cannot completely substitute for the learning that occurs in a classroom environment. Therefore, enrolled students are required to be present for scheduled classes unless properly excused.

Attendance is compulsory for any school-age student residing in Wyoming who has not yet attained his or her sixteenth birthday or completed tenth grade. See policy file JEA. Every parent, guardian or person having control, or charge, of any student subject to Wyoming's Compulsory Attendance Act is required to send student to school during the entire time that the public schools are in session; and every student subject to the Act is required to attend school. See Wyo. Stat. 21-4-102

Each building principal is designated as an attendance officer. See Wyo. Stat 21-4-103. Each classroom teacher is required to maintain accurate attendance records and report all student absences and tardiness to the building principal or designee.

An absence occurs when the student fails to be in attendance, at the place designated for the class. Descriptors of what constitutes an absence can be found in each school's student handbook.

A tardy occurs when the student fails to be in attendance, at the place designated for the class, at the starting time designated for class, unless the tardy is excused by specific, written permission of an administrator or professional staff member of the District under procedures established by each school.

II. Excused Absences

Absences from class shall be excused only for necessary and important reasons. An excused absence is one that is approved by the principal or designee, verified by the parent and written documentation provided when requested (example: Doctor's note).

At the secondary level a maximum of 10 absences shall be allowed per class period in any one semester. At the elementary level, a maximum of 10 absences shall be allowed per attendance period in any one semester.

Schools will communicate with parents to help ensure regular attendance for student(s) prior to the 10th absence.

III. Unexcused Absences

An absence which is not approved by parents or legal guardians or not excused by the principal or designee shall be considered an unexcused absence. Unexcused absences are also deemed as trancies which are defined as the willful and unjustified failure to attend school by one who is required to attend.

IV. Failure to Attend/Truancy

Students who exceed allowable absences may be subject to a referral to the County Attorney's Pre-Court Truancy Program.

Readopted: Date of Manual Recodification

Revised: November 8, 2011

LEGAL REFS.: W. S. 21-4-101 through 21-4-104
Wyoming Education Policies Manual, code JED

CROSS REFS.: JEDA, Truancy
JEE, Student Attendance Accounting
JEF, Released Time for Students, and sub codes



Book	Policy Manual
Section	J - Students
Title	Student Attendance and Truancy
Code	JE
Status	Active
Legal	Wyoming Statute § 21-4-101 - Pupils Wyoming Statute § 21-4-102 - When attendance required; exemption; withdrawal Wyoming Statute § 21-3-103 - 107
Adopted	August 28, 2003
Last Revised	June 9, 2021
Last Reviewed	April 21, 2021
Prior Revised Dates	08/19/2004; 05/30/2018

CODE: JE

STUDENT ATTENDANCE AND TRUANCY

Attendance of any student residing in the School District is required by law pursuant to W.S. §§ 21-4-101 to 21-4-207. Any student absence which is unexcused shall be recorded and addressed by the building administrator.

TCSD#1 defines an unexcused absence as any absence not excused by a parent, legal guardian, or other person having legal custody of such child, any absence not related to a school sanctioned activity; or any absence not pre-approved or excused by school administrator, attendance officer, or attendance review committee.

According to Wyoming Compulsory Attendance laws, "Habitual truancy" is defined as a student who accumulates five (5) or more unexcused absences in any school year. Documentation provided shall be a note from physician or professional treating the student, court documentation, or any other approved documentation by the Superintendent or designee.

For purposes of this policy, an absence preapproved by the district or an absence due to an illness, injury or the health care needs of the student or a death or serious illness in the student's family shall not constitute an unexcused absence. Students participating in the annual state fair held under W.S. § 11-10-101 as an exhibitor shall be considered as participating in a district co curricular activity program and the student's absence shall be defined by the board as an excused absence. Nothing in this paragraph shall prohibit a school district from requesting verification of the reasons for an absence.

The principal of each school or his designee is the designated attendance officer for that school. The attendance officer shall monitor the attendance of all students. When a student shall have missed five (5) days of school and such absences are unexcused, it shall be the duty of the attendance officer to counsel with the student, parent or guardian in an attempt to improve attendance habits. Should an additional unexcused absence be recorded, the attendance officer shall provide written notice to the parent or guardian that the attendance is required by law. The attendance officer shall also comply with legal requirements of notification of the county attorney of the status of the student as an habitual truant.

School attendance requirements shall be established by the administration and shall be the same for each individual grade. The school may require attendance for purposes of successfully completing and satisfactorily earning a grade in any class.

Adopted: 08/29/2003

Revised: 08/19/2004; 05/30/2018

STUDENT ABSENCES AND EXCUSES

EVANSTON HIGH SCHOOL

Evanston High School believes that regular and consistent attendance by students is vital to fully take advantage of the educational program at our school. Students who attend and participate regularly in their classes receive a comprehensive educational experience through the teaching skills of our faculty and classroom interaction. It has been shown that there is a direct correlation between attendance and academic achievement. Evanston High School also believes that classes cannot be successfully completed and credit earned if a student does not attend classes.

A. Attendance Requirement:

Ninety percent (90%) attendance is required to successfully complete and receive credit in any class at Evanston High School. It is *recommended* that excused and unexcused absences (as defined below) be limited to no more than six absences per semester. Seven (7) absences in a one credit class and (3) absences in a half-credit class will result in an administrative review of credit. Ten (10) or more absences in a one credit class and six (6) absences in a half-credit class will result in loss of credit due to unsuccessful completion of class. Excessive absences or academic failure will result in loss of credit.

B. Attendance Procedure:

1. *Absent From School* – A parent or legal guardian is expected to call the high school on the day of the absence and inform the school as to the nature of the absence. If a phone is not available, a signed and dated note on the day the student returns to school will be acceptable.
2. *Leaving School* – If it becomes necessary to leave school for any reason, students must check out through the office. Failure to check out of school will result in a discipline referral.
3. *Returning to School* – Students who are not excused with a phone call or note from their parents or legal guardian, must pick-up an admit slip from the attendance office. Admit slips can be picked up during the student's free time or at the convenience/request of a teacher.

4. *Family Emergency* – A parent/legal guardian must verify the family emergency upon the student's return to school by a phone call or note.

C. Excessive Absence Notification:

A letter will notify students and parent/legal guardians when the student reaches the fifth (5th) absence in a class. A conference will be held between the student, his or her parents/legal guardians, and administration when a student reaches the seventh (7th) absence in a class. Lack of communication does not excuse the student from the consequences of their absences.

D. Appeal Procedure:

If a student has more than the absences allowed, an appeal must be filed to receive credit. If you do not file an appeal, you will automatically lose credit. The appeal will be reviewed by an "Appeal Review Committee" and the committee will determine if the student receives credit. A "K" is the symbol that will be placed on the student's report card indicating if conditional credit has been awarded.

A student can recover the conditional credit by complying with the attendance policy in the following semester. That is if a student is not over 7 absences in a rotator and 11 absences in a daily class. Appeals must be filed by the appropriate deadline in the semester in question.

See Administration concerning extenuating circumstances.

E. Classification of Absences (All Schools):

1. *Excused Absence* – An absence that is the result of an illness, a death in the family, or a family emergency/absence that has been cleared by a parent or legal guardian by a phone call or written note within two days of the absence. In the case of an extended illness (3 or more days) the school can require a note from a doctor.
2. *Unexcused Absence* – An absence that is not the result of an illness, a death in the family, or a family emergency/absence, including any absence that has not been cleared by a parent or legal guardian.
3. *Truancy* – Any absence where the parent or legal guardian does not have prior knowledge of the absence or the student does not have a parent or legal guardian's permission for the absence. Truancy also

exists for any absence that has not been cleared within two school days. Students who are on campus but not in their assigned class will be considered truant. Truancy will be considered an unexcused absence.

4. *School Excused* – Absences that result from school sponsored activities or staff requests.
5. *Doctor Excused* – Absences that are cleared within two days with a note from a doctor.
6. *Habitual Truant* – Any student with five (5) or more unexcused absences in any one (1) school year.

F. Tardiness

All students are encouraged to strive for prompt attendance and to report to their classes or other designated places on time. When a student does, however, report late to class or to a supervised school activity, the following shall apply:

Tardiness is defined as a student being late to class up to 10 minutes. After 10 minutes, the student will be marked absent. A student must report to class, even though he/she has been marked absent, or the absence will be counted as truancy.

G. Make-Up Work

1. *Cleared Absences* – When a student is absent it is their responsibility to gather their work and to make-up the assignments/tests they have missed. Policy allows one day to make-up work for each day missed. However, some assignments may be given absolute deadlines and students will be expected to meet those deadlines even if absent. It is the student's responsibility to know what their teachers expect.
2. *Truancy* – Work missed due to truancy cannot be made up. That is why it is vital to clear unexcused absences as soon as possible.
3. *Suspension* – Work missed due to an out of school suspension cannot be made up.
4. *Scheduled Absences* – If a student knows he/she will be absent, the student should meet with their teachers and obtain assignments

ahead of time. Completed work will be turned in immediately when the student returns to class to avoid any problem with make-up work.

H. Enrollment Requirement:

1. All students, except seniors, on track for graduation are required to be enrolled in a minimum of 3.5 credits a semester to be considered in "good standing". Students enrolled in less than 3.5 credits a semester will be considered "probationary students", and may forfeit their privilege to attend Evanston High School for that semester.
2. Seniors on track for graduation are required to be enrolled in a minimum of 3 credits a semester to be considered in "good standing". Students enrolled in less than 3 credits a semester will be considered probationary students, and may forfeit their privilege to attend Evanston High School for that semester.
3. All students off track for graduation must enroll in a full schedule, 4 credits a semester.

MIDDLE SCHOOL

A. Attendance Requirement:

Ninety percent (90%) attendance is required to successfully complete all classes at middle school. It is recommended that absences be limited to no more than five (5) absences. Ten (10) or more absences will result in filing an affidavit with the Uinta County Attorney for education neglect.

B. Attendance Procedure:

1. *Absent From School* – A parent or legal guardian is expected to call the school on the day of the absence and inform the school as to the nature of the absence. If a phone is not available, a signed and dated note on the day the student returns to school will be acceptable.
2. *Leaving School* – If it becomes necessary to leave school for any reason, a parent or legal guardian must come into the building to check them out through the office. The office staff will check the student's emergency contact information to verify the identity of the person checking the student out. The student will not leave the premises with anyone who is not listed in their emergency contact

information. Failure to properly check out of school will result in a truancy.

3. *Returning to School* – Students who are not excused with a phone call or note from their parents or legal guardian, must pick-up an admit slip from the attendance office. Students arriving at school later than 8:00 a.m. must be checked in at the office and be issued an admit slip.
4. *Family Emergency* – A parent/legal guardian must verify the family emergency upon the student's return to school by a phone call or note

C. Excessive Absence Notification:

Parents and/or the legal guardian will be notified by a mail when the student reaches the fifth (5) absence in a class. A conference may be held between the student, his/her parent/guardian, and administration when a student reaches the tenth (10) absence in a class. Lack of communication does not excuse the student from the consequences of their absence. A student that has five unexcused absences will be considered a habitually truant student and will be referred to the county attorney.

D. Classification of Absences:

1. *Absent* – When a student is absent from class, the absence will be marked with an "A" in PowerSchool. This is an absence that has not yet been cleared by a parent/guardian. Absences that are not cleared with a phone call or note in a timely manner will be considered as an unexcused absence. Excused absences will be coded as follows:
 - a) *"P" – (Parent Excused):* An absence that has been cleared with a phone call or note from the parent/guardian will be marked with a "P" in PowerSchool. This includes minor illnesses in which the student was not taken to the doctor, and/or a family emergency/absence. In the case of an extended illness (3 or more days) the school can require a note from a doctor.
 - b) *"S" – (School Excused):* An absence that results from a school sponsored activity or a staff request will not be considered or counted against the student as an absence. The student will still be responsible for missed class work. Where possible, the work should be made up before the absence occurs. To be eligible for a school sponsored activity the participant is expected to be in school before and after the activity.

c) *"D" – (Doctor Excused):* Absences that are cleared with a note, fax, or phone call from the Doctor's office will not be considered or counted as an absence.

2. *Truancy* – Any absence where the parent or legal guardian does not have prior knowledge of the absence or the student does not have a parent or legal guardian's permission for the absence. Truancy also exists for any absence that has not been cleared within two school days. Students who are on campus but not in their assigned class will be considered truant. Truancy will be considered an unexcused absence.

E. Tardiness

Each class period is scheduled to complete a certain activity within the time allotted. This places a responsibility both upon the teacher and the student. Tardiness by students interrupts class activity and the on going learning process, not only for the tardy student but also for the rest of the class.

It is the desire of the administration to allow students to develop self-discipline in arriving to class on time. However, excessive or flagrant tardiness will be dealt with on an individual basis by the administration.

F. Make-Up Work

Cleared Absences – When a student is absent it is their responsibility to gather their work and to make-up the assignments/tests they have missed. Students will be allowed one day to make-up work for each day missed. However, some assignments may be given absolute deadlines and students will be expected to meet those deadlines even if absent. It is the student's responsibility to know what their teachers expect.

Scheduled Absences: If a student knows he/she will be absent, the student is responsible for meeting with their teachers to obtain assignments ahead of time. Completed work needs to be turned in immediately when the student returns to class.

ELEMENTARY SCHOOLS

Regular and consistent attendance by students is critical to fully take advantage of the educational program offered at the elementary schools. State law makes parents responsible for their child's school attendance, and it is the responsibility of

every student to keep absences to an absolute minimum. Frequent absences disrupt the education of the absent student as well as fellow students. Everyone loses when someone is not present because students learn from the discussion, views and experiences of fellow students. We encourage parents to send their child to school every day. The same classifications of absences that apply to the high school shall also be in force for all elementary schools.

A. Attendance Requirement:

Ninety percent (90%) attendance is required at the elementary schools. The total number of excused and unexcused absences shall be limited to ten (10) absences per year.

B. Attendance Procedure:

1. *Absent From School* – A parent or legal guardian is expected to call the school if their child is going to miss school. If not contacted, school personnel will call home each time a child is absent from school. If a phone is not available, a signed and dated note on the day the student returns to school will be acceptable. Absences not excused in a timely manner by a parent/guardian will be considered an unexcused absent.
2. *Arriving Late for School* – Any student arriving late for school must check in at the office. Parents are asked to send a note or call to excuse the tardy. If excessive tardies affect academic performance a conference with the building principal will be required.
3. *Make-Up Work* – Students who are absent from school are required to make-up the work assigned during their absence. It is the responsibility of the student to obtain missed assignments from the teacher immediately upon return to school. Students will be allowed one day to make-up work for each day missed. Exceptions may be permitted depending upon the circumstances of the absence and/or the type of assignment given.
4. *Family Emergency* – A parent/legal guardian must verify the family emergency upon the student's return to school by a phone call or note.

C. Excessive Absence Notification:

Parents and/or the legal guardian will be notified by mail when the student reaches the fifth (5) and tenth (10) absence. A conference will be held between the student, the parent and/or guardian, and

the administration when a student reaches the tenth (10) absence in a semester. Lack of communication does not excuse the student/parent from the consequences of their attendance.

If a poor attendance pattern continues and attendance is affecting academic performance a letter will be sent to the county attorney. A student that has five unexcused absences will be considered a habitually truant student and will be referred to the county attorney.

Policy Adopted: 08/09/77

Policy Revised: 10/08/91; 03/12/96; 08/13/02: 05/22/2007

Note: Habitual truancy and legal definition of truancy are covered also in policy JEDA, Truancy.

Series J - STUDENTS » JED STUDENT ABSENCES AND EXCUSES**JED STUDENT ABSENCES AND EXCUSES**

Adoption Date: 8/9/1977, Revised: 5/22/2007

J - STUDENTS

The Board of Trustees of Uinta County School District Number One is fully aware of the necessity for regular attendance if maximum benefit and student achievement is to be realized from a successful school program. It is believed there is a direct correlation between poor attendance, low student achievement, and student success. It is the belief of the Board of Trustees that regular attendance, promptness and dependability are essential characteristics that must be cultivated and developed within students in order to enhance success at school.

At the beginning of each school year, the Board of Trustees or their designee shall furnish each district attendance officer a list of names of the children of compulsory school age within the District who are enumerated on the regular enumeration lists. The classroom teacher shall maintain a record of pupil attendance and shall report all absences to the building attendance office each period on a daily basis.

If a student is absent, the parent or guardian is requested to call the school office to report the absence as soon as possible the day of the absence. If it is impossible for the parent or guardian to call the school office to notify them of the student's absence, the parent or guardian is required to send a written excuse to the classroom teacher or building principal with the student upon return to school. If a student misses one or more periods and the parent or guardian has not contacted the school office to notify them of the student's absence, an attempt will be made by this school to notify the parent or guardian of the student's absence immediately.

It shall be the duty of the designated building attendance officer to:

- (i) Counsel with students, parents, guardians or custodians and teachers; and to investigate the causes of unexcused and excessive absences;
- (ii) Give written notice to the parent, guardian or custodian of any child having an unexcused absence or when attendance is affecting academic performance that the attendance of such

child is required by law. If after such notice has been given, the child has an absence, which the attendance officer reasonably believes was due to the willful neglect or failure of the parent, guardian or custodian of the child, then he shall make and file a complaint against such parent, guardian or custodian of such child before a justice of the peace of the proper county or the district court for the violation of Section 48 of this article (21-4-104).

Note: It is recommended that written notice to the parent, guardian or custodian advising them of a child's absences be sent within two (2) workdays following the determination of a child having additional absences.

Policy References:
WS 21-4-106; WS 21-4-104

Series J - STUDENTS » JEDA TRUANCY

JEDA TRUANCY

Adoption Date: 8/9/1977, Revised: 10/8/1991

J - STUDENTS

Wyoming Statute 21-4-101 (a) (ii) defines a student as being a "Habitual Truant" when said child has accumulated five (5) or more unexcused absences in any one school year. In accordance with Wyoming Statute, when the Board of Trustees determines that a child is a "Habitual Truant," as defined by W.S. 21-4-101 (a) (ii), the Board or its attendance officer shall notify the District Attorney who shall then initiate proceedings in the interest of the child under the Juvenile Court Act (W.S. 14-6-201 through 14-6-243).

Truancy

The Board of Trustees of Uinta County School District Number One defines "Truancy" as an unexcused absence, which indicates a willful and/or premeditated violation of the school's attendance policies and regulations. In the case of any truancy, whether or not it can be classified as "habitual" under the terms of the Wyoming Statute, the building principal shall notify the student's parent(s) or guardian of the truancy. In the event of a third truancy, the building principal shall arrange a conference with the student and his parent(s)/guardian in accordance with the Board's attendance policy and regulations. The student shall be suspended until such a conference can be held.

In all cases of suspension or expulsion related to truancy or habitual truancy, the requirements of the Wyoming Statutes and Board Policy regarding student suspension and expulsion shall be strictly observed.

Note: This policy should be used in conjunction with Board Policy JED – Student Absences and Excuses and the regulations contained in JED-R.

Policy References:

W.S. 21-4-101 (a) (ii); W.S. 21-4-107

STUDENT ATTENDANCE

(Parent) Excused Absences

A parent excused absence is one in which the School District, with the knowledge of the parent, excuses the absence. The building principal has authority to assess and decide whether the absence is excused or unexcused. The following are excused absences:

- Illness of the student;
- Family emergency and accidents, emergency situations that necessitate the immediate absence of the student.

School Excused Absences for Activities

- Students will be given a school excused absence when they are absent from school due to their participation in an activity sanctioned by the Wyoming High School Activities Association (WHSAA) and offered by Uinta County School District Number Four.
- Students will be given a school excused absence when they are absent from school due to their participation in a field trip directly related to the district's curriculum and thus sponsored by Uinta County School District Number Four.

Absences with Prior Notice

- Written notice provided within a reasonable amount of time (24 hours minimum notice is recommended so teachers and students can prepare for the absence). When parent/guardian decides their child should participate in an activity other than school attendance, they should notify the school two days in advance.

In all absences in this category, it is the responsibility of the student's parent or legal guardian to contact the school each day the student is absent, explaining the absence. If this is not possible, the student is required to provide a written statement from the parent or guardian, giving an explanation for the absence, upon the student's return to school. Failure to communicate with the school either during the absence or within two school days after the student returns may result in the absence being recorded as unexcused and the student will be held to the consequences accorded at each building site.

Each school building will establish procedures on how to handle excessive absences. Each absence will be reviewed and considered for excused or unexcused status. Exceptions will be certification from a competent medical authority stating specific days to be excused from school, or a verified family emergency.

In case of prolonged or chronic illness (more than five consecutive days absent), prior to the student's return, the student must provide certification from a competent medical authority stating he/she is free from the disease, or the disease has passed the communicable stage. When appropriate, homebound instruction will be considered.

Students submitting make-up work due to an excused absence will be permitted to do the assigned work according to the policies as established at each school building within the District. It is the responsibility of the parent and the student to know this policy at the building they attend.

Unexcused Absences

All absences falling into this category are trancies. A student is considered truant (unexcused) when he/she is absent without the knowledge of the parent/guardian and/or school officials, or if the absence cannot otherwise be excused by the building principal through conversations with the parent/guardian. Each building will determine the procedures to be used in recording grades for each class and activity missed during the student's truancy.

Truancies

Each building will establish procedures regarding disciplinary action for unexcused absences. The District will establish additional actions for truancies applying differently to compulsory and non-compulsory students.

What a student is truant, upon his/her return, the student will be required to have a conference with the building principal or his/her designee. The parent/guardian are to be notified by telephone, when possible, and/or by letter within 48 hours of the principal/designee administering the consequences for the truancy. Interventions will be taken to establish corrective steps to improve the student's attendance and prevent future truancies.

Compulsory Attendance

Compulsory students are those who have not completed the tenth grade or have not reached 16 years of age. Upon the second truancy, the building principal will have a conference with the truant student, his/her parents and the appropriate building staff. At this meeting, the principal will explain the state statutes regarding truancies and possible future actions. Upon the third truancy, school personnel will notify the principal, who will send a registered letter notifying the parents of the third truancy and the action to be taken if fourth truancy should occur.

Any student who has accumulated ten or more days of truancy in any one school year will be referred to the superintendent by the principal of the building. The superintendent will schedule a hearing at which time the Board of Trustees will determine whether the student should be classified as a habitual truant.

Non-Compulsory Students

Non-compulsory students are those who are 16 and older or who have completed the tenth grade. Upon the third truancy, the principal/designee will have a conference with the truant student, his/her parents and the appropriate building staff. At this meeting, the principal/designee will explain future consequences for continued truancy. Upon the fourth truancy, the principal/designee will send a registered letter, notifying parents of the fourth truancy and the action to be taken if a fifth truancy should occur. Upon the fourth truancy, the student will also be referred to the building council at the appropriate level.

Any non-compulsory student who has accumulated ten or more truancies in any one school year will be referred to the Superintendent of Schools who will schedule an expulsion hearing with the Board of Trustees.

Adopted: March 14, 2000

Revised: March 13, 2007

STUDENT ABSENCES AND EXCUSES

There is a direct relationship between consistent school attendance and high academic achievement. It is the belief of the Uinta County School District #6 that students and parents should strive to minimize absences, late arrivals, and attend all class hours.

In accordance with Wyoming Statute 21-4-101 through 107 the responsibility to have students attend school legally resides with the parent(s) or legal guardian.

If a student is absent it is the responsibility of the parent or legal guardian of the student to contact the school office on the day of the absence. Contact can be made by telephone, in person or electronically (electronic communication may be verified by school personnel).

If a student is absent the school will attempt to contact parents/legal guardians.

Upon the student's return to school following an absence they should report to the school office for an "admit slip". The admit slip will be shown to the student's home room teacher for grades k-5 and to each teacher for grades 6-12. The admit slip will verify that the student's absence was parent excused. Any assignment that was due during the student's absence will be due upon the student's return to school. Additional make-up days may be given at the teachers' discretion. For every day the student missed they have one day to turn in assignments that were given during their absence-so that if a student missed two days of school they have two days to turn on all their work.

Students who miss school without an excuse from their parent or legal guardian will be considered truant. All cases of truancy will be reported to the building principal. Appropriate disciplinary action will be taken by the building principal, including parent or guardian contact.

ADD THIS VERBIAGE

Absences that are arranged for in advance with the parents' permission and consent or absences where notification is given by the parent to the school prior to the start of school the day following the absence, and absences due to health, illness, or injury of the student or a death or serious injury or illness in the student's family shall be excused. All other absences will be deemed unexcused. Any student who has five (5) or more unexcused absences in any school year will be considered an habitual truant.

Students should not miss more than eight (8) days each semester. A student who misses more than ten (10) days per semester may be denied credit for any classes in which more than ten (10) absences occurred. A letter from the school will be sent home to parents after a student's fourth and sixth absences. The letter will inform the parent/legal guardian of the number of absences and outline the attendance policy, including a warning of the potential loss of credit. In

addition, the school administrator will contact the student and his/her parent or legal guardian following the student's sixth absence.

Following the student's ninth absence the building principal will meet with the student to discuss attendance. The principal will determine whether the student will be referred to the building attendance committee for a hearing regarding credit. If a student is referred to the building attendance committee the principal will contact the parent/legal guardian of the student either in person or by telephone informing the parent/legal guardian of the referral to the attendance committee and providing attendance committee meeting information. A letter will also be sent home to parents/legal guardians informing them of the referral and the meeting information. Parents must be given at least 72 hours notice prior to the meeting.

If a student has ten (10) or more absences in a semester the building principal may refer that student to the Wyoming Department of Family Services and/or the Uinta County prosecuting attorney. Students who are absent for ten (10) consecutive days shall be removed from school enrollment records.

Under extenuating circumstances the principal may waive the recommendation to the building attendance committee and referral to Family Services and/or the Uinta County Prosecuting attorney.

An absence is defined as a student not being physically present in class. If a student is more than ten (10) minutes late to class he or she will be marked absent for the class period.

Adoption date: July 20, 2016

TRUANCY

According to Wyoming Compulsory Attendance laws, an habitual truant is any student who accumulates five (5) or more unexcused absences in any school year.

The principal of each school or his designee is the designated attendance officer for that school. The attendance officer shall monitor the attendance of all students. When a student shall have missed five (5) days of school and such absences are unexcused, it shall be the duty of the attendance officer to counsel with the student, parent or guardian in an attempt to improve attendance habits. Should an additional unexcused absence be recorded, the attendance officer shall provide written notice to the parent or guardian that the attendance is required by law. The attendance officer shall also comply with legal requirements of notification of the county attorney of the status of the student as an habitual truant.

ARTICLE II

POLICY AFFECTING PUPILS

In general, rules and regulations used by the school district to direct and govern the actions and welfare of the pupils are made and enforced by the supervising administrator and his/her staff. Policies stated in this manual are for the purpose of providing the teachers and administrators a framework around which they can develop necessary rules and regulations to operate the individual schools.

2.1 ATTENDANCE

- (a) Pupils are expected to be punctual, and to attend school regularly. Truancy shall be reported to the supervising administrator for immediate action. Accurate attendance records shall be maintained for all pupils. Attendance shall be recorded each marking period on the report card. An enrollment report will be submitted to the superintendent each month.

- (b) **Under 16 Attendance**

Overview -

Attendance is an important component of a student's education. Attendance plays a role in all areas of a student's everyday life. It allows for interaction between students and teachers, students and staff, and students and other students. This is why we in the Worland Schools believe that every student needs to be in school every day. For these reasons and more we have instituted the following rules governing attendance.

Definitions -

1. Absence--the non-attendance of a student on those days and half days in which the school was in session.
2. Excused absence--any absence that is excused by the parent or guardian within two (2) school days of the student's return to school. Reasons for excused absences may include sickness, accidents, or other unavoidable circumstances. Absences due to scheduled events are discouraged. Such absences, in order to be excused, need to be prearranged with both the school and the student's teachers.
3. Unexcused absence--any absence that is not excused by the parent, in writing, by phone, or in person within two (2) school days of the student's return to school. In addition, any absence the parent is not aware of will be considered unexcused (i.e. playing hooky).
4. Habitual truant--any child with five (5) or more unexcused absences in any one (1) school year. (W.S. 21-4-101)
5. Attendance officer--the principal or principal designee of each building.
6. Notification--any oral, phone, or written communication, in a language the parent can understand, between the attendance officer and parent or guardian. Home visits will also be regarded as communication between the involved parties.

Rules -

1. A valid excuse, from a parent or guardian, must be received by the school office within two (2) days after the student's return to school in order for that absence to be considered as an excused absence. The excuse should contain the following information: student name, grade level, teacher's name, date of absence, and reason for absence.
2. Any absence that has not been approved as being an excused absence will be considered as an unexcused absence.
3. Unexcused absences will result in parental notification. Cases of habitual truancy will be handled as per state statute.
4. The parent or guardian of any student who accumulates five (5) absences will be notified by the attendance officer. If a student accumulates fifteen (15) absences in the course of a year the parent or guardian will be notified once again. In addition, unless exceptional circumstances warrant otherwise, the case will be referred to the county attorney.
5. In all of the above situations and any other time that absences affect the education of the student the attendance officer should encourage and counsel the parents or guardians as to the necessity of student attendance. **(Policy 2.1(b) Adopted: 2-24-97)**

(c) Over 16/Completed 10th Grade Attendance (Policy removed 3-26-2000)

(d) Graduation Policy

Attendance Requirement

All students are expected to attend classes.

1. All students will be enrolled for eight full semesters in grades 9 through 12 unless petition for early graduation is granted.
2. All students will be enrolled for 7 periods each day. (This equates to 28 possible credits during 4 years.)

Course and Credit Requirements

Credit in some specific courses is required in each grade. Certain course requirements are determined by the State of Wyoming. Other required courses have been determined by the high school and school district. These courses are subject to revision and are updated annually in the Worland High School Student Handbook and in the Worland School Enrollment Guide. Students must also master standards in at least five (5) of the nine (9) content areas set forth by the State of Wyoming. These areas are: math, science, language arts, social studies, foreign language, fine arts, health, physical education, and career/vocational.

In the event a student meets course requirements mandatory for graduation, but does not meet state standards, the student would receive a certificate of completion.

Credits required for graduation = 25 credits. A credit is one full year of instruction; semester courses count as 1/2 credit.

Early Graduation Requests

A senior may write a letter to petition for graduation at the end of the first semester of his/her senior year.

1. It is to be filed with the principal no later than mid-quarter of the first nine weeks of the student's senior year. Information will be provided at the beginning of each school year to identify the specific date for all seniors.
2. Parental permission must be provided in writing, if under age of majority.
3. Students must meet all credit requirements for graduation.
4. A valid reason as determined by the Board of Trustees must be presented. The Board will consider each request on an individual basis.
5. Students granted early graduation and completing the requirements will not participate in any school organized graduation ceremonies or activities. Those meeting the early graduation requirements will be recognized and presented with their diplomas at the January school board meeting.

(Policy 2.1(d) Adopted: 4-27-98) (Revised 7-19-2006) (Credits required for graduation revised 5-23-11) (Policy 2.1 (d) revised 12-17-2018)

locker or desk. Any unauthorized or stolen item found in a school desk or locker may be removed and given to the parent/guardian of the student, returned to its rightful owner, or forwarded to law enforcement officials as the circumstances may warrant.

Searches of a student's person or personal property, such as handbags or other items in the student's possession, may be conducted if school personnel have reasonable belief that a student has dangerous or illegal items in his or her possession.

Students shall be given a reasonable opportunity to be present when searches are conducted.

5.18 SCHOOL CANCELLATION/EARLY DISMISSALS

Should school need to be dismissed early, or canceled for the day, every effort will be made to notify all students and parent/guardian as soon as possible by KWOR radio in Worland, KZMQ radio in Greybull and the emergency calling list by using Washakie County School District #2's One Call system.

5.19 SPONSORSHIP/SUPERVISION

No student or students shall be allowed in any part of the school building after 3:30 p.m. or any day that school is not in session, without teacher sponsorship or administration approved supervision. With any school sponsored activity after school hours, the teacher should be the last one to leave the building.

5.20 SALES OF ARTICLES

Sales of items by school sponsored organizations for the purpose of raising money may be held outside of class time. ALL fund raising instances must have prior approval of the Administration and the High School Student Council.

5.21 ATTENDANCE REGULATIONS

The Board of Trustees, administration and teachers at Washakie County School District #2 believe that regular and consistent attendance is critical to the educational wellbeing of students. Students who have good attendance perform better and achieve more than those students who have poor attendance. Attendance is vital to the success of students and their educational experience. The following attendance policy is set.

ABSENCES

Students attending Washakie County School District #2 will be allowed a total of ten (10) absences (excused and unexcused) per class per semester. Classes for elementary are defined as morning session and afternoon session. An excused absence is defined as an absence caused by medical reasons or by non-medical reasons with parental/guardian knowledge and permission. In order for an absence to be excused, the school must be notified by parent/guardian either by phone call or written note by the end of the next school day after the student was absent. Any absence not verified by parent/guardian within the time limit

will be considered truancy and dealt with accordingly. Absences due to medical appointment reasons will be excused and not counted towards the 10 days only if a doctor's excuse is provided.

EXCEPTIONS

Unforeseen and unplanned events unfortunately occur. Therefore, the following exceptions will not count against a student's absence total.

1. Prolonged illness, injury or medical condition. A written statement from a licensed physician or other state certified or licensed health care professional will be required. The statement must explain why the student is unable to attend school.
2. Serious illness or death in immediate family.
3. Acts of God.

TRUANCIES

A student with an absence from the school premises that is not verified in writing or by phone call by parent/guardian, within the time limit, as having been absent with their knowledge and permission will be considered truant.

TARDIES

Any student not in his/her assigned classroom by the time the second bell rings will be considered tardy for that class period. Students will not be considered tardy if they have a signed written pass from a staff member.

Any tardy over ten (10) minutes in length without a written excuse from a teacher or administrator will result in an unexcused absence.

Parent/guardian may excuse a student from a tardy that is over ten minutes in length only from first period and must do so by the start of the next school day. This will result in an excused absence for that period.

On the third tardy (and multiples thereof) per class, per semester, the student shall be charged an unexcused absence.

ACTIVITIES

Absences that occur as a result of student participation in school sanctioned activities will not count against a student's absence total.

CONSEQUENCES

Absences On the 11th absence per semester that a student accumulates, he/she will receive 0's and lose credit in classes affected. The student may be removed from the class to an alternate location.

An unexcused absence will count against a student's allowable total and will be considered as truant. Truancy, under the present discipline plan, will result in a first major infraction and placement of student on Step 4 of the discipline ladder. That will result in the student being assigned two days of in-school suspension (ISS), plus loss of extracurricular activities during ISS and three additional school days. For every additional unexcused absence, the absence will count against a student's total plus place him/her on the next step on the discipline plan with accompanying consequences.

Tardies A student is allowed 3 tardies per class per semester. On the 3rd tardy, a student will be placed the next appropriate step of the discipline plan accordingly to Policy 5.27 "Discipline of Students" and notification of parent/guardian, in addition to an unexcused absence. For every three additional tardies that a student may accumulate, he/she will be placed on the next appropriate step on the discipline plan, up to a maximum of twelve (12) tardies. At 12, the case will be reviewed in a mandatory meeting between parent and principal and then referred to the

district's Building Intervention Team.

NOTIFICATION PROCEDURE

Washakie County School District #2 feels that parent/guardian play a vital role ensuring that their student attends school on a regular basis. We feel it is imperative that the school does everything in its power to notify parent/guardian on a timely basis when their student is at risk of violating the attendance policy. Therefore, the following notification procedure will be followed.

Absences Without prior parent/guardian notification, the district will make an attempt to contact the parent/guardian on the day of an absence. Parent/guardian will be notified by phone call, if possible, that their student acquired an unexcused absence. A formal school disciplinary form will be mailed home explaining action taken.

On the 5th absence, a written notification will be mailed home notifying parent/guardian of the potential attendance problem.

On the 8th absence, a mandatory meeting initiated by the principal between parent/guardian, student and principal will be conducted.

On the 11th absence, another mandatory meeting will be held between principal, student and parent/guardian explaining loss of credit.

DUE PROCESS AND APPEAL PROCESS

Principal Appeal

Any student who is absent more than ten (10) days per semester and is at risk of losing class credit may appeal to the principal. The request for appeal must be filed with the building principal. A meeting with the principal must be scheduled within three school days of the initial request. Both the student and the parent/guardian are required to attend the meeting with the principal. During this meeting, the student and parent/guardian must present their case that the absences were due to extenuating circumstances. The principal will review the case, render a decision within three days and schedule a meeting to notify the parent/guardian of the decision. The student may remain in class with credit pending outcome of appeal.

School Discipline Review Committee Appeal

In the event of the principal's determination to withhold credit from a student under this policy, the student and parent/guardian, if they attended and followed the principal appeal guidelines, they may appeal the principal's decision to the school discipline review committee. If the parent/guardian wishes to appeal the decision of the principal, they must do so within five school days after the notification meeting. The committee shall hear the appeal by allowing both sides to discuss the circumstances of the absences and to call whatever witnesses either side desires. The committee will render their decision within three school days after the case is presented to them. They will notify the principal

of their decision. Once the principal has received the committee's decision and recommendation, he/she will immediately schedule a meeting with the parent/guardian and review the decision. The student may remain in class with full credit pending the committee's decision.

Board of Trustees Appeal

In the event of the discipline review committee's determination to withhold credit from a student under this policy, the student and parent/guardian, if they have attended and followed all the attendance procedures they are required to attend, may appeal the committee's decision to the Board of Trustees. If the parent/guardian wishes to appeal the decision of the committee, they shall do so in writing to the Board of Trustees within five school days of the committee's final decision. The Board of Trustees shall take the appeal matter up in their next regularly scheduled board meeting after the receipt of the written notice of appeal unless the matter is scheduled to be heard at a special meeting. The Board of Trustees shall hear the appeal by allowing both sides to discuss the circumstances of the absences and to call whatever witnesses either side desires. The student may remain in class with full credit pending the board determination. The Board of Trustees determination will be final. Parent/guardian will receive written notification within three school days following the Board of Trustees' decision.

5.22 WORKING STUDENTS

It is recommended that all students attend a full schedule of classes. However, students who must work in order to attend school will be given consideration by the Board of Trustees. To be eligible for consideration: 1. A student must be scheduled to meet graduation requirements; 2. The student and parent/guardian must submit a request to the administration at least one Board of Trustee meeting prior to the beginning of the semester for which the early dismissal is being requested; 3. Approval would only be for one semester. Additional semesters needed would have to be reconsidered; 4. To participate in activities, a student must be a full-time student, taking six or more classes.

5.23 PERMISSION TO LEAVE CLASS

If a student needs to leave class for a short period of time, he/she must receive permission from the teacher in charge.

5.24 MAKE-UP WORK DUE TO ABSENCE OR SCHOOL ACTIVITIES

The general accepted rule for make-up school work will be 1 school day for each excused absence day. A teacher has the right to extend make-up time if they choose.

Students participating in school activities are expected to have all work completed prior to activities or to have made arrangements with the teacher on assignment due dates.

**Attendance Policy
Weston County School District Number One**

Weston County School District Number One recognizes that student attendance is an important part of the educational process. The District strives to encourage good attendance of all students which is the intent of this policy.

As used in this policy, the following words are defined as follows:

Adult Student means any student who is at least eighteen years old.

Compulsory Student means any student who has not completed the tenth grade or who is not sixteen years old or older.

Habitual Truant means a compulsory student who has five or more unexcused absences in one school year.

Parent means the parent or parents, guardian or guardians, or custodian or custodians of a student who is not yet eighteen years old.

Principal means the building principal or assistant principal of the school in which student is enrolled, or his or her designee.

Student means any person enrolled as a student in the district, whether a minor or an adult.

Superintendent means the superintendent of Weston County School District Number One, or his or her designee.

There are two types of absences, excused and unexcused:

Excused Absence – An adult student or parent must provide written notice of the reason for the absence, preferably in advance. If advance notice is not possible, the adult student or parent should call student's school when the absence occurs and then provide written notice of the reason for the absence upon student's return to school. It is suggested that the written notice include documentation to verify the reason given for the absence. Reasons that would normally excuse an absence include student illness, family emergency, health care appointments that cannot be scheduled before or after school, and a death in the family. The principal shall review the written notice and accompanying documentation and decide whether to accept the reason given as an excused absence. Excused absences will have no direct effect upon a student's grades. However, the student will be required to complete all missed work, preferably in advance of the absence, but in any event within the same number of school days as the number of school days the student was absent.

Unexcused Absences – There are two kinds of unexcused absences:

- i) An absence for which no written notice of the reason for the absence is provided, or
- ii) An absence which is not excused by the principal after written notice of the reason for the absence is provided by the adult student/parent.

If a student has an unexcused absence, the principal shall mail notice of the unexcused absence to the adult student/parent using the appropriate form (Exhibits 1-5). The principal shall counsel with the student, and the parents, guardians, or custodians of a minor student, and investigate the causes of the unexcused absence, and shall maintain a written record of these activities in the file. Within ten calendar days of the date the notice is mailed, the adult student/parent may request a meeting with the principal to discuss the unexcused absence, at which time the adult student/parent may present additional information about the reasons for the absence. This additional information should be in writing if possible, but if not the principal shall make notes documenting this information and place the notes in the file. Within two school days of the meeting the principal shall decide whether to excuse the absence. Written notice of the decision shall be mailed to the adult student/parent.

If not satisfied with the principal's decision, the adult student/parent may appeal to the superintendent by making a written request for review within ten calendar days of the date the principal's decision was mailed. No additional information about the absence may be presented to the superintendent. The superintendent shall review the file and accept or reverse the principal's decision within five school days. Written notice of the superintendent's decision shall be mailed to the adult student/parent.

If not satisfied with the superintendent's decision, the adult student/parent may appeal to the district board of trustees by making a written request for review within ten calendar days of the date the superintendent's decision was mailed. No additional information about the absence may be presented to the board. The board shall review the file in executive session unless specifically requested in writing signed by the adult student/parent to review the file in open, public session. The board shall then vote to accept or reverse the superintendent's decision. Written notice of the board's decision shall be mailed to the adult student/parent.

The loss of one grade shall be given in each class or activity missed when a student has an unexcused absence, although the student will be expected to complete all missed work within the same number of school days as the number of school days the student was absent without excuse. If an unexcused absence is later excused on appeal, the student's grades shall be changed to the actual grades earned if the student timely completed the missed work.

Tardy – A student is tardy if not present in his or her class or activity at the scheduled time and place, unless the tardy is excused by a written statement from the adult student/parent or by a written statement signed and dated by an administrator or certified employee. The final decision whether to accept the excuse provided for the tardy will be up to the principal. An unexcused tardy will be counted as an absence if the student is more than ten minutes late for the class or activity. Three unexcused tardies in one class or activity will be counted as one unexcused absence from the class or activity. Any tardy or tardies counted as an unexcused absence may be reviewed by the principal, superintendent and board as described above.

Habitual Truant – Any compulsory student with five or more unexcused absences in one school year will be considered an habitual truant. The superintendent shall provide written notice to the parent of this fact and refer the matter to the district board of trustees (Exhibit 6). The board shall review the student's attendance file including all written excuses and supporting information in executive session unless specifically requested in writing signed by the parent to review the file in open, public session. The parent and the compulsory student may address the board. Unexcused absences previously considered by the board will not be reconsidered. Information to excuse any of the absences that is not already in the file will not be considered.

If the board determines the compulsory student is an habitual truant the superintendent shall inform the parent. The superintendent shall also notify the office of the Weston County Attorney of this finding (Exhibit 7). The notice provided to the Weston County Attorney shall include the following information:

- a) Student's name, birth date and address.
- b) Parents' names and addresses.
- c) Copies of all correspondence and notices regarding student's attendance for the school year from school to parent and from parent or others to school, in chronological order.
- d) Copies of all excuses and supporting information provided to principal for the school year, in chronological order.
- e) Copy of student's attendance record for the school year with a summary of all excused and unexcused absences.
- f) Copy of student's grades for the school year.
- g) Copy of student's disciplinary record for the school year.
- h) Copy of board of trustees' determination of habitual truancy (Exhibit 8).
- i) Any other information deemed relevant to the student's habitual truancy.

Adopted: 8-27-08

Revised: 8-9-17

Weston County School District # 1, Newcastle, WY

Principal's Letterhead
Date

Dear (Parent),

Every parent, guardian or other person having control or charge of any child who is a resident of Wyoming and whose seventh birthday falls on or before September 15 of any year and who has not yet attained his or her sixteenth birthday or completed the tenth grade shall be required to send such child to, and such child shall be required to attend, a public or private school each year, during the entire time that the public schools shall be in session in the district in which the pupil resides.

As of this date school records show (minor student's name) has one unexcused absence. School attendance is important and the attendance of (minor student's name) is required by law. If (minor student's name) has a second unexcused absence this school year which is reasonably believed to be due to your willful neglect or failure, this will be reported to the Weston County Attorney.

We at Weston County School District Number One take attendance seriously and we want (minor student's name) to attend and do well in school. If there is anything we can do to help achieve this or if you have any questions or concerns, please contact us. I am enclosing a copy of the District's attendance policy for your information.

Sincerely,

Principal

Encl.
cc: Superintendent

Principal's Letterhead
Date

Dear (Adult Student) (Parent),

As of this date school records show (you have) or (minor student's name has) one unexcused absence. School attendance is important. Good attendance promotes good education and instills habits that will be important throughout life. We at Weston County School District Number One take attendance seriously and we want (you) or (minor student's name) to attend and do well in school. If there is anything we can do to help achieve this or if you have any questions or concerns, please contact us. I am enclosing a copy of the District's attendance policy for your information.

Sincerely,

Principal

Encl.

cc: Superintendent

Principal's Letterhead
Date

Dear (Parent),

Every parent, guardian or other person having control or charge of any child who is a resident of Wyoming and whose seventh birthday falls on or before September 15 of any year and who has not yet attained his or her sixteenth birthday or completed the tenth grade shall be required to send such child to, and such child shall be required to attend, a public or private school each year, during the entire time that the public schools shall be in session in the district in which the pupil resides.

As of this date school records show (minor student's name) has two unexcused absences. School attendance is important and the attendance of (minor student's name) is required by law. I reasonably believe this absence was due to your willful neglect or failure. Therefore, I will report this unexcused absence to the Weston County Attorney. We at Weston County School District Number One take attendance seriously and we want (minor student's name) to attend and do well in school. The loss of one grade is given in each class or activity that (minor student's name) missed. If there is anything we can do to help prevent more unexcused absences or if you have any questions or concerns, please contact us.

Sincerely,

Principal

cc: Superintendent

Principal's Letterhead
Date

Dear (Parent),

Every parent, guardian or other person having control or charge of any child who is a resident of Wyoming and whose seventh birthday falls on or before September 15 of any year and who has not yet attained his or her sixteenth birthday or completed the tenth grade shall be required to send such child to, and such child shall be required to attend, a public or private school each year, during the entire time that the public schools shall be in session in the district in which the pupil resides.

As of this date school records show (minor student's name) has two unexcused absences. School attendance is important and the attendance of (minor student's name) is required by law. We at Weston County School District Number One take attendance seriously and we want (minor student's name) to attend and do well in school. The loss of one grade is given in each class or activity that (minor student's name) missed. If there is anything we can do to help prevent more unexcused absences or if you have any questions or concerns, please contact us.

Sincerely,

Principal

cc: Superintendent

Principal's Letterhead
Date

Dear (Adult Student) (Parent),

As of this date school records show (you have) or (minor student's name has) two unexcused absences. School attendance is important. Good attendance promotes good education and instills habits that will be important throughout life. We at Weston County School District Number One take attendance seriously and we want (you) or (minor student's name) to attend and do well in school. The loss of one grade is given in each class or activity that (you) or (minor student's name) missed. If there is anything we can do to help prevent more unexcused absences or if you have any questions or concerns, please contact us.

Sincerely,

Principal

cc: Superintendent

Principal's Letterhead
Date

Dear (Parent),

As of this date school records show (minor student's name) has three unexcused absences this school year. We want your child to attend school. Contact us to discuss this attendance problem so that we may work together to resolve the problem.

Wyoming law states that every parent, guardian or other person having control or charge of any child who is a resident of this state who is not yet sixteen years old or who has not completed the tenth grade shall be required to send the child to, and the child shall be required to attend, a public or private school each year, during the entire time that the public schools are in session in the district.

Please help us insure that your child receives the best education possible by attending school regularly. If your child has five or more unexcused absences this school (he/she) may be determined to be a habitual truant. If so, the matter will be referred to the Weston County Attorney.

Sincerely,

Principal

cc: Superintendent

Principal's Letterhead
Date

Dear (Adult Student) (Parent),

As of this date school records show (you have) or (minor student's name has) three unexcused absences this school year. We want (you) or (your child) to attend school. (You receive) (Your child receives) failing grades during unexcused absences. Even though (you are) (your child is) no longer subject to Wyoming's compulsory education law, (you are) (your child is) still subject to the District's policies, rules and regulations which may result in suspension or expulsion if (you continue) (your child continues) to have unexcused absences.

Please contact us to discuss this attendance problem so that we may work together to resolve it. (Your) (Your child's) education is important to us and it should be important to you. A good education is the framework upon which (your) (your child's) future is built.

Sincerely,

Principal

cc: Superintendent

Principal's Letterhead
Date

Dear (Parent),

As of this date school records show that (name of minor child) has four unexcused absences this school year. If your child has one more unexcused absence this school year the matter will be referred to the district board of trustees to determine whether (he/she) is a habitual truant. If this determination is made, the matter will be referred to the Weston County Attorney.

We do not want your child to be a habitual truant. Weston County School District Number One wants to help you solve your child's attendance problem. If we can't solve the problem we may be able to refer you to others who can. However, we need your cooperation. Please contact us as soon as possible so that we may work together to solve this problem.

Sincerely,

Principal

cc: Superintendent

Principal's Letterhead
Date

Dear (Adult Student/Parent),

As of this date school records show (you have) or (minor student's name has) four unexcused absences this school year. We want (you) or (your child) to attend school. (You receive) (Your child receives) failing grades during unexcused absences. Even though (you are) (your child is) no longer subject to Wyoming's compulsory education law, (you are) (your child is) still subject to the District's policies, rules and regulations which may result in suspension or expulsion if (you continue) (your child continues) to have unexcused absences.

Please contact us to discuss this attendance problem so that we may work together to resolve it. (Your) (Your child's) education is important to us and it should be important to you. A good education is the framework upon which (your) (your child's) future is built.

Sincerely,

Principal

cc: Superintendent

Principal's Letterhead
Date

Dear (Parent),

As of this date school records show (minor student's name) has five unexcused absences this school year. This means your child may be a habitual truant. I will refer your child's attendance record to the superintendent to initiate a habitual truancy determination with the district board of trustees.

Sincerely,

Principal

cc: Superintendent

Principal's Letterhead
Date

Dear (Adult Student/Parent),

As of this date school records show that (you have) (minor student's name has) five or more unexcused absences this school year. (You) (Your child) received the loss of one grade or no credit for each of these unexcused absences. I will be discussing this attendance problem with the superintendent in the near future to decide whether this may warrant suspension or expulsion. I would like you to participate in this discussion, and ask that you call my office within the next seven days to schedule a time we can meet. If I do not hear from you, this discussion will take place without you.

(Your) (Your child's) school attendance is important to us and it should be important to you. I look forward to your timely reply to this letter so that we can try to resolve this serious attendance problem.

Sincerely,

Principal

cc: Superintendent

Policy: JED-E

Exhibit 6 – Habitual Truancy
Compulsory Attendance Student
Mailed After Fifth Unexcused
Absence

Superintendent's Letterhead
Date

Certified Mail – Return Receipt

Dear (Parent),

Despite our best efforts to solve your child's attendance problem, (minor student's name) has five unexcused absences this school year. I will refer this matter to the district board of trustees to determine whether your child is a habitual truant under Wyoming law. This matter is scheduled for the board's consideration at _____ p.m. on _____ at the board meeting room in the school administration building located at 116 Casper Avenue, Newcastle, Wyoming 82701. You should call to confirm this date and time at least one day in advance. The board will review your child's attendance records for the current school year, including any written excuses and supporting documentation previously furnished to your child's principal. The board's review will be held in executive session unless you request otherwise as provided in the district's attendance policy, a copy of which is enclosed. You and your child may attend and address the board, but you will not be allowed to furnish additional excuses and supporting information for the unexcused absences.

You will be notified in writing of the decision of the district board of trustees regarding your child's habitual truancy. If the board determines that your child is a habitual truant, this information will be provided to the Weston County Attorney's Office.

Superintendent

Enclosure

Superintendent's Letterhead
Date

Dear (Parent),

The Board of Trustees of Weston County School District Number One met on (date) and considered (name of minor student's) attendance record. The Board determined that your child is an habitual truant who has five or more unexcused absences this school year. This determination will be sent to the Office of the Weston County Attorney for his consideration as required by law.

Superintendent

c.c. Weston County Attorney

Board of Trustees
Weston County School District Number One, State of Wyoming
Determination Of Habitual Truancy

The Board of Trustees of Weston County School District Number One, State of Wyoming, having reviewed the attendance record of (name of student) for the (2007-2008 for example) school year at the request of the District Superintendent, finds that (name of student) has five or more unexcused absences for this school year. It is therefore the determination of this Board that (name of student) is an habitual truant as defined by Wyoming law. The District Superintendent is directed to notify the County Attorney of Weston County, Wyoming, of this determination.

Dated _____

Board of Trustees
Weston County School District Number One

By: _____
Chairman

Attendance Improvement Initiative

Policy JED-R is to work in conjunction with and in addition to Policy JED. In the case there is a conflict between the two, Policy JED should prevail.

The main focus of the new attendance efforts is to:

- Improve parent/school partnership
- Improve student achievement
- Maximize instruction time

It is the districts wish that all children learn and become productive members of society.

Absence: Absence is defined as "any time a child is not in school". This includes partial days (if a student misses more that two hours of school, it will be counted as 1/2 day of absence), and full days.

To ensure good attendance by all students, Weston County School District #1 schools will:

- Provide the school attendance policies to the parents/guardians of all students on a yearly basis or during any registrations.
- If a student is absent on any given day and the office has not been contacted by the parent/guardian, the school office will call the home to verify the absence.

The following steps will be taken when the number of absences of any student reaches a point causing concern for his/her academic well-being:

Step 1: When a teacher expresses a concern regarding attendance to the Principal about any student, the school (principal, counselor, or designee) will make a "personal contact" with the student's parent/guardian. A letter may be sent home and a meeting may be scheduled.

NOTE: If prior arrangements for educational needs of the student were made and/or the absences were determined, by the principal or designee, to be reasonable, no parent contact, meeting or letter may be necessary.

Step 2: In the event that the student's attendance continues to be an academic concern, the school will contact the parents/guardians to set up a meeting. A letter will be sent including the student's attendance record and the meeting date with a principal appointed Attendance Committee. This committee shall consist of principal, student, parent/guardian, counselor, and at least one teacher (preferably of the student's choice). Minutes will be recorded, and the following may be discussed at this meeting:

- Reasons for the excessive absences
- Review of historical attendance issues for the student
- Development of a contract (Attendance Improvement Plan) with parents and student
- Discussion of make-up work, remediation, summer school, etc.
- Requests for doctor's verification with dates for student absences
- Outline further steps to be taken if the problem continues.

Step 3: In the event that the student's attendance continues to be an academic concern, if the previous meetings and interventions have not resolved the attendance issue, a letter may be sent home and another meeting scheduled with the Attendance Committee. The principal may ask other agencies to attend this meeting if appropriate. The meeting may include the following:

- Review of the attendance/academic problem
- Description of previously agreed upon solutions from prior meetings, and an outline of possible newly agreed upon actions or interventions
- Explanation of excessive absences/consequences

Step 4: In the event that the student's attendance continues to be an academic concern and prior meetings, contracts, and interventions have not been successful, after receiving all attendance documentation, the Attendance Committee may make a referral to the WCSD#1 Board of Trustess to file a formal complaint of educational neglect with the appropriate authorities under the Children in Need of Supervision Act and /or the Department of Family Services. A letter by registered or certified mail and a personal contact will be made to inform parents of this action.

****** A student's attendance record from the previous year may be reviewed and considered in the following year for habitual attendance issues.

Intent of Attendance Improvement Initiative (JED-R):

Each school will use progressive intervention for any student attendance issue regardless of whether the absences are excused or unexcused.

Each school will form an Attendance Committee at Step Two who will focus on assisting the family with the attendance issue. Every effort should be made to promote a partnership of responsibility in the matter for student success.

The Attendance Improvement Plan will gradually result in more intensive interventions if desired results are not being realized. Ultimately, the Attendance Committee will refer the issue to the WCSD #1 Board of Trustees for action that may trigger forced intervention from outside agencies, loss of credit, or board sanctions.

Measure of Success of JED-R (Attendance Improvement Initiative)

Compile a list of students from the previous school year who have had 10 or more absences.

At the end of the current school year

- Review and compare consecutive year's attendance record
- Review individual PAWS and/or GPA scores

Use PowerSchool's At-Risk Log Entry to document meeting minutes, the Attendance Improvement Plan, and other pertinent information.

Adopted: 8-28-2013

ATTENDANCE

The Board of Trustees requires students to regularly attend school pursuant to the compulsory attendance statutes set forth in the Wyoming Education Code.

Attendance Officer

The Principal or Principal's designee of each school serves as an attendance officer of the District. It shall be the responsibility of the attendance officer to (1) counsel with students, parents, guardians and other staff regarding student attendance and (2) to investigate the cause of unexcused absences.

Definition of Unexcused Absence

An **unexcused absence** is an absence for any school day or part thereof that the school attendance officer considers non-compelling or avoidable. In making this determination, the attendance officer shall consider the academic performance and educational needs of the student.

If a student is absent and no note or call is received on the day of the absence, the school shall attempt to notify (by telephone or other means of communication) the parent, guardian, or custodian of the student. If after two school days, the attendance officer is not provided with an acceptable reason for the absence, the absence(s) will be considered to be unexcused.

Excused Absences

An excused absence is an absence that the attendance officer, with the knowledge of the parent, guardian or custodian considers compelling or unavoidable. **An absence requires approval of the principal or his/her designee in order to be determined as an excused absence.** In all absences it is the responsibility of the student's parents, guardian, or custodian to contact the school within 48 hours of the absence to provide an explanation regarding the absence. The attendance officer may require that this explanation be in writing. Failure to communicate with the school, either during the absence or within two school days after the student returns, may result in the absence being recorded as unexcused.

Subject to approval by the attendance officer, absences resulting from illness of the student, a family emergency, other medical issues involving the student, or bereavement will normally be excused.

Any more than ten (10) excused absences in a single school year (excluding school sponsored/related activities, medical or bereavement absences) is deemed excessive, and each such additional absence shall be considered unexcused. After a student's 10th absence, administration will evaluate the situation to determine further action.

Unexcused absences / Notices

After one unexcused absence in any one school year, the attendance officer shall give written notice to the parent, guardian or custodian of the absence and shall advise the parent, guardian or custodian with respect the ways to contact the school to advise of an absence and the reason(s) for it. The attendance officer shall also advise that attendance of the student is required by law pursuant to W.S. 21-4-104(a) (ii)

Following the third unexcused absence in any one school year, the attendance officer shall contact the parents, guardians, or custodians of the student to discuss reasons for the unexcused absences and to develop a plan for consistent attendance. Following the third unexcused absence, the attendance officer may contact the Department of Family Services and/or the District Attorney's Office concerning the student.

Following the fifth unexcused absence in any one school year, the student is considered a habitual truant under state law, in which case the attendance officer shall notify the district attorney who is then required to initiate proceedings in the interest of the child under the Juvenile Court Act pursuant to W.S. 21-4-107.

If any student has two unexcused absences during a school year which the attendance officer reasonably believes was due to the willful neglect or failure of the parent, guardian or custodian, the attendance officer shall make and file a complaint against such parent, guardian or custodian before the district court pursuant to W.S. 21-4-104(a)(ii) .

NEW POLICY

ADOPTED: August 6, 2019

TRUANCY

According to Wyoming compulsory attendance laws, an habitual truant is any student who accumulates five (5) or more unexcused absences in any school year.

The principal of each school or his designee is the designated attendance officer for that school. The attendance officer shall monitor the attendance of all students. When a student shall have missed five (5) days of school and such absences are unexcused, it shall be the duty of the attendance officer to counsel with the student, parent or guardian in an attempt to improve attendance habits. Should an additional unexcused absence be recorded, the attendance officer shall provide written notice to the parent or guardian that the attendance is required by law. The attendance officer shall also comply with legal requirements of notification of the county attorney of the status of the student as an habitual truant.

NEW POLICY

REVIEW DATE: JUNE 8, 2016

ADOPTION DATE: JULY 13 2016