

Student Attendance

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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

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