

## **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. 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.

Each school in the district may require attendance for purposes of successfully completing and satisfactorily earning a grade in any class, which requirements shall be set forth in the school handbook.

### **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 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 24 hours of the absence to provide an explanation regarding the absence. The attendance

## STUDENT ATTENDANCE

officer may require that this explanation be in writing. Failure to communicate with the school, either during the absence or within one school day 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 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 by a student 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. 21-4-102.

If after such notice is given, the student has continued unexcused absences and the attendance officer reasonably believes that the unexcused absences are due to neglect as defined by W.S. 14-3-202(a)(vii), willful absenteeism as defined by W.S. 21-4-101(a)(vii), or habitual truancy as defined below, the attendance officer shall notify the board of trustees and the district attorney who may initiate proceedings in the interest of the child under the Child Protection Act, W.S. 14-3-401 or the Children in Need of Supervision Act, W.S. 14-6-401 as appropriate.

**"Willful absenteeism"** means exceeding the limit of unexcused absences (three as defined in this policy) when the excess absences are the result of a parent's guardian's or custodian's willful failure, neglect or refusal to require a child's regular attendance at school in accordance with W.S. 21-4-102.

**STUDENT ATTENDANCE**

**"Habitual truancy"** means any child who on three (3) or more occasions disobeys reasonable and lawful demands of the child's parent, guardian, custodian or other proper authority to attend school if required under W.S. 21-4-102 and the policies and rules of this school district.

W.S. 21-4-107.

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

First Reading: 10-3-22  
Second Reading: 11-14-22

**STUDENT ATTENDANCE**