

PARK COUNTY SCHOOL DISTRICT 6

BOARD OF EDUCATION POLICY

CODE: JH

WORKING COPY

STUDENT ATTENDANCE, 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 opportunities provided in the school's educational program. Attendance regulations shall be established by the administration and defined in the student handbooks. The school may require attendance for purposes of successfully completing and satisfactorily earning a grade in any class or course. Temporary amendments to attendance regulations may be made by the Superintendent in the event of an emergency, disaster, hazardous weather event, or a biological, viral, communicable or infectious disease outbreak that may threaten the health or safety of students and personnel. All changes affecting attendance requirements will be communicated to students and parents.~~

~~It is the parents'/guardians' responsibility to see that their children attend school regularly and to inform the school when their child is absent. Excused absences shall require the parent/guardian to notify the school within 48 hours of the following: a death or serious illness in the student's family; illness; injury; or the health care needs of the student. A request by a parent/guardian, which has been pre-approved by school administration, shall be considered excused. All other absences shall be considered unexcused unless approved by the administration.~~

~~Wyoming law defines a habitual truant as any student who accumulates five (5) or more unexcused absences in any school year. In the case of a habitual truant, the administration or the designated attendance officer shall comply with the legal requirements to notify the county attorney of the status of the student as a habitual truant. The principal or their designee shall attempt to meet with the student and his or her parents/guardians to counsel them to improve the student's attendance.*~~
~~*Wyoming Statute 21-4-1, 2021~~

The Board requires students to attend school regularly 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 parent/**legal** guardian responsibility to see that their children attend school regularly. It is also the parent/**legal** guardian responsibility to inform the school when their child will not be in school.

Each school in the district requires 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 their designee of each school serves as an attendance officer of the District. It shall be the responsibility of the attendance officer to counsel with students, parent/legal guardian, and other staff regarding student attendance and to investigate unexcused absences.

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 or legal guardian of the student. If after two school days, the attendance officer is not provided with an acceptable reason for the absence, the

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absence(s) will be considered unexcused.

Excused Absences

An excused absence is an absence that the attendance officer with the knowledge of the parent/legal guardian considers compelling or unavoidable. An absence requires approval of the principal or their designee in order to be determined as an excused absence. In all absences, it is the responsibility of the student's parents/legal guardian 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 the student's illness, a family emergency, other medical issues affecting the student, or bereavement will normally be excused.

Any more than four excused absences in a single trimester at elementary **or** ten excused in a single semester **in** middle school and high school (excluding school-sponsored/related activities, medical or bereavement absences) is deemed excessive, and each such additional absence may be considered unexcused.

Students participating in programming or competitions sponsored by nationally recognized organizations and clubs that promote youth agricultural education, the annual state fair held under W.S. 11-10-101 as an exhibitor or events associated with participation in the annual state fair 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.

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.

A student who misses more than 20% of a given school year risks losing credit in their classes/grade level.

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/legal guardian of the absence, shall advise the parent/legal guardian with respect to the ways to contact the school to advise of an absence and the reason(s) for it, and that attendance of the student is required by law pursuant to W.S 21-4-102, W.S. 21-4-104 (a)(ii).

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 **and habitual truancy** as defined by W.S. 21-4-101(a)(vii), the attendance officer shall notify the **Superintendent, the Board**, and the District Attorney, (and/or appropriate tribal authority if applicable), who may initiate proceedings in the interest of the child under the Child Protection Act, W.S. 14-3-401, Children in Need of Supervision Act, W.S. 14-6-401, and any state or federal law as appropriate.

Willful absenteeism means a limit of five unexcused absences when the excess absences are the result of a parent/legal guardian's willful failure, neglect, or refusal to require a child's regular attendance at school in accordance with W.S. 21-4-102.

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Habitual truancy means any child who, on five or more occasions, disobeys reasonable and lawful demands of the child's parent/legal guardian or other proper authority to attend school if required under W.S. 21-4-102 and the policies and rules of the District.

Adopted: 1/20/98
Revised: 11/15/21