

STUDENT ATTENDANCE

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

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.

a.) 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.

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