

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 **total** excused absences will be allowed in any one semester. Each absence beyond 10 **total** excused absences per semester will be unexcused.

MEDICAL EXCEPTIONS

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~~ **should** 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 **by the Homebound Coordinator**.

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~~ **may** 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 **a reasonable time period** 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.

~~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 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 or any subsequent trancies.~~

Any subsequent trancies, the following steps may be taken to resolve attendance issues and address future actions:

- **A conference with the truant student, their parents(s)/guardian(s) and appropriate staff**
- **A registered letter notifying the parents(s)/guardian(s)**

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~~ **may** 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.

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; **Reviewed October 12, 2021**

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:

Will make the following a PDF Form:

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.