

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE  
Box 688  
Cowley Wyoming 82420  
POLICIES AND REGULATIONS  
File: JH-R  
**STUDENT ATTENDANCE**

**Section 1. Board Philosophy**

Because the Board recognizes the importance of regular attendance if students are to attain maximum benefit from the educational process and the necessity for them to develop good attendance habits, students are expected to meet minimum attendance requirements as well as regular academic requirements in order to earn credit for classes.

**Section 2. Purpose**

The purpose of this regulation is to define the minimum attendance requirements necessary to satisfactorily complete and earn credit in classes.

**Section 3. Process**

Minimum Attendance requirements in the schools of Big Horn County School District Number One shall be administered by an absence score system in which any student who accumulates 6 attendance points in a class in a quarter shall not be deemed to have been in attendance a sufficient number of times to satisfactorily earn credit for the class.

**Section 4. Definitions**

1. Absence Point: The value assigned for each absence or tardiness from a class period.
2. Absence Score: The total value of absence points accumulated by a student in a given class.
3. Excused Absence: Parents are responsible for their children before they actually come to school. Parental reasons for keeping a child home from school on a given day are presumed to be valid, and will be considered excused absences. However, parents are expected to provide an oral or written excuse to the school for their child's absence.
4. Excused Home Ill. Absence from one or more class periods due to illness but student has not seen a medical professional.
5. Unexcused Absence: Means not attending one or more classes and being unable or unwilling to provide verification of parental approval of the absence, or leaving the school campus or missing a class for any reason without obtaining prior permission from the proper school authority. Students who fail or refuse to do this shall also be subject to regular school disciplinary measures.
6. Tardiness: A student arriving in class later than the time set for that class to begin. Tardiness of more than ten (10) minutes shall be counted as an absence for purposes of this policy.
7. Medical Absence: Absence from one or more class periods due to medical problems which result in a visit to a health professional's office, clinic, hospital, or the school nurse. A note from the health professional or their secretary must be presented to the school for verification. Student's with chronic health problems which re-occur periodically, but which do not require immediate medical attention must have a medical professional's statement on file in that student's school records verifying the condition.
8. Bereavement Absence: Absence from one or more class periods due to a death in the student's immediate family. Immediate family shall be defined the same as for district employees in the Board Policy Manual, File: GCBD/GDBD. A maximum of five (5) days per incident shall be allowed for bereavement absence.
9. School Sponsored Absence: Absence from one or more class periods as a result of participation in official school sponsored activities as defined in the Board Policy Manual, File: JJ-R, as approved and announced in advance by the school principal.
10. Legally caused absence: Absence from one or more class periods due to legal action which may require the student to miss school.

### **Section 5. Absence Points**

Absence Points shall be given on an individual class basis as follows:

#### Type of Absence Points

Excused 1  
Excused home ill .5  
Unexcused 2  
Tardiness ½  
Medical 0  
Bereavement 0  
School sponsored 0  
Legally caused 0  
Out of School Suspension. 2  
Earned Back Absence 0

### **Section 6. School Attendance Privileges**

Students whose attendance or academic status is such that it appears before the end of a quarter that they will not be able to earn credit in a class are still expected to attend that class.

### **Section 7. Notification**

Principals shall develop and implement procedures to ensure that students and parents are given notification of attendance deficiencies, and that accurate records of student attendance are maintained in each school.

### **Section 8. Earn Back Credit**

Students may earn back attendance credit for an absence by making up seat time through completing extra work related to the class content as directed by the instructor. An Earned Back Absence Form will be filled out by the student. He or she must approach the course instructor to obtain the assignment. After completing the work, the student will submit it to the instructor who will determine if it is satisfactory. If the work is satisfactory, the form will be signed by the instructor, and the student will turn it into the office. The secretary will change the absence to an Earned Back Absence code. Each extra assignment should require approximately the length of the missed period to complete. This is not the homework missed; it is additional work to make up the seat time required by law. This work must be completed within 10 days of the original absence.

### **Section 9. Hearings**

1. A student who has 9 or more attendance points in a quarter because of excessive absence which he/she feels was unavoidable may request a hearing before the School Attendance Hearing Board to review their individual case. The following guidelines shall govern all such hearings:
  - a. No student shall be entitled to a hearing until he/she has in fact failed to earn a credit.
  - b. A written request must be submitted to the principal by the student/ parent within one week of receipt of notice of failure to earn credit.
2. The school Attendance Hearing Board shall hear the case as presented by the student/parent within ten days after receiving a request, and may either grant an exception to the rules above or deny the request. Their recommendation shall be in writing with a copy for the student/parent, the student's file, and the superintendent.
3. The School Attendance Hearing Board shall include the principal, the counselor, and two teachers (one of which shall be of the student's choice.)
4. The decision of the attendance hearing board may be appealed by written notice to the School Board provided notice is delivered within five days of the receipt of the School Attendance Hearing
5. Board's decision. If requested, an informal hearing shall be scheduled before the Board within thirty (30) days after the notice of appeal is received. The Board's decision shall be final.

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