

# SCHOOL ATTENDANCE PROCEDURES

## Policy 431 Rule

Page 1 of 3

### School Attendance Officer

1. The building principal or the principal's agent at each of the district schools is designated to deal with matters relating to school attendance and truancy.
2. Each school shall determine daily which pupils enrolled in the school are absent from school and whether the absence is excused.
3. Annually, on or before August 1st, each building principal shall report how many pupils enrolled in their school were absent in the previous year and whether the absences were excused. This information will be submitted to the District Administrator or his/her designee who shall notify the state superintendent.
  1. Each school shall notify the parent or guardian of a child who has been truant, of the child's truancy and direct the parent or guardian to return the child to school no later than the next day on which school is in session or to provide an excuse. The notice to the parent under this paragraph must be given before the end of the second school day after receiving a report of an unexcused absence. The report must be made by personal contact, mail, electronic mail, or telephone call of which a written record is kept. Notice by personal contact or phone shall be attempted before notice by mail may be given.

### Student Absences and Excuses

1. ATTENDANCE - Regular attendance is a responsibility that should be shared by parents, students and school.
2. EXCESSIVE EXCUSED ABSENCES - Excessive excused absences shall mean a student who is absent from school for part or all of 10 or more days on which school is held during a school semester. A written statement from a doctor may be required in situations where a pattern of excessive excused absences from school has occurred. Absences not accounted for in this manner will be unexcused.
3. EXCUSED ABSENCES - The following reasons are considered justified absences and the students will be permitted to make up missed work:
  - a. Student illness
  - b. Serious illness/funeral in the immediate family
  - c. Medical emergency
  - d. Religious holidays
  - e. Suspension or expulsion from school – A suspended student will be permitted to take any quarterly, semester, or grading period exams missed during the suspension and these scores will be averaged into the final course grade.
  - f. Others approved by the administration
  - g. Parent excused absences – Parents are authorized to excuse their child from school attendance for any reason, up to a maximum of 10 days in a school year, provided they notify the school in writing prior to the absence.
4. UNEXCUSED ABSENCES - The following are some examples of class absence that cannot, under state law (s.118.16) be considered justified and excusable:

# SCHOOL ATTENDANCE PROCEDURES

## Policy 431 Rule

Page 2 of 3

- a. Truancy (including skipping an individual class), hair cut appointments, concerts, oversleeping, runaways, leaving the closed campus school anytime during the day (including lunch time) without prior office approval, or shopping trips.

Consistent and persistent willful violations of the school attendance policies will result in appropriate disciplinary action and/or appropriate actions for truancy outlined in state statutes 118.16.

### PARENTS RESPONSIBILITY

1. Parents or guardians are expected to provide a written explanation of absences at the time the student returns to school or prior to the absence.
2. Unless the parent has provided a written excuse prior to the absence, when a student is absent, his/her parents or guardians shall contact the school during the day by the time established at each school. Failure to contact the school may result in a telephone call to the home or place of employment.

### STUDENT RESPONSIBILITY

1. Students are required to attend all their classes and study halls, unless they have obtained parental permission and a pass approved by the building principal or the principal's agent.
2. Upon returning to school, a student who has been absent is required to bring a written explanation of the absence from his/her parent/guardian unless there has been prior written approval. Absences will then be excused for up to 10 days in a school year.
3. Students with acceptable absences are entitled to make up the work missed and responsible for doing so.

### SCHOOL RESPONSIBILITY

1. School personnel are required to emphasize the importance and necessity of good attendance. Classroom procedures and grading requirements will be developed which reflect the effect class attendance has on student progress.

### TRUANCY AND LEGAL REFERRAL

1. "Truancy" means any absence of part or all of one or more school days during which the school attendance officer has not been notified of the legal cause of such absence by the parent or guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law.
2. School attendance officers shall notify the parent or guardian of a student who is a habitual truant in accordance with procedures outlined in state statute 118.16. "Habitual truant" means a student who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester.

# SCHOOL ATTENDANCE PROCEDURES

## Policy 431 Rule

Page 3 of 3

3. School attendance officers may visit any place of employment to ascertain whether any minors are employed there contrary to state law.
4. School attendance officers shall furnish student attendance information to appropriate agencies as requested for implementation of Wisconsin's Learnfare Program. Student attendance information shall only be released as authorized by law and in accordance with student records policy.

### Excusals from School Attendance

1. A student who has reached the age of 16 may be excused from school attendance with board approval under the following condition:
  - a. The student and his/her parent/guardian agree, in writing, that the student will participate in a program or curriculum modification leading to the student's high school graduation.
2. Program or curriculum modifications include the following;
  - a. Modifications(s) within the student's current academic program;
  - b. A school work training or work study program;
  - c. Enrollment in any alternative public school or program located in the District;
  - d. Enrollment in any nonsectarian private school or program located in the District, which complies with federal nondiscrimination requirements (Title VI of Civil Rights Act)
  - e. Homebound study, including nonsectarian correspondence courses or other courses of study approved by the Board or nonsectarian tutoring provided by the District;
  - f. Enrollment in any public educational program outside the District;
3. Children at Risk – Upon the student's request of the Board and with the written approval of the student's parent/guardian, any student who is 16 years of age or over and who meets the statutory definition of children at risk, may attend a technical college in lieu of high school or on a part-time basis. These requests for technical college attendance are not subject to the approval of the Board but shall be pursuant to a contractual agreement in accordance with state law.

### Legal References:

### Cross References:

**Adoption Date:** 12/17/2018