

## 431 - COMPULSORY STUDENT ATTENDANCE

The School Board believes attendance is a key factor in student achievement and believes that students must be in regular school attendance in order to successfully achieve the goal of high school graduation.

**ABSENCE NOTIFICATION:** Parents/guardians shall make every effort to notify the school prior to a student's absence. Otherwise, the school should be notified the day of the absence. Upon return, the student will bring with them a signed, specific, written excuse explaining their absence. If this excuse is not received on the day of the student's return, the absence will be considered unexcused.

If the student is gone for more than one day, parents may request homework to be picked up at the end of the school day. This request must be submitted by 9:00 A.M. the day of their absence.

**STUDENT ATTENDANCE:** In accordance with Wisconsin State Statutes, all children between six (6) and eighteen (18) years of age must attend school full time until the end of the term, quarter or semester in which they become eighteen (18) years of age unless they have received a legal excuse as defined by District policy, have graduated from High School or fall under one of the exceptions outlined in the State Statutes.

State Statutes stipulate that a student is allowed to miss up to 5 days per semester/10 days per year. This includes any illness in which a doctor is not seen, family vacation, emergency or death in the family, or other special circumstance. If absences due to illness exceed 5 days per semester/10 days per year, the school reserves the right to expect a doctor's note before an absence is excused.

Absences beyond the 5 days in a semester/10 days per year that cannot be cleared with an acceptable form of documentation will be considered truant days and may be subject to local ordinances, state laws, and subsequent legal sanctions.

Truancy means any absence, regardless of the length of time, from school which the Principal has not been notified of the absence by the parent. Habitual truant means a student who is absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a school semester.

It is the parent's responsibility to ensure that each student is present within the classroom setting. Students must attend at least one-half of the school day in order to participate in after-school events, including athletic contests or practices, held that day. The reason for the absence must be "excused".

1. The student must be in school by 11:30 A.M. to be considered present for a half day.
2. Students may not attend after school activities if they are not present for the afternoon session of school.

**PRE-EXCUSED ABSENCES:** Parents may request that their student be absent from school for a valid reason (see below). Parents and students will be required to follow all rules and procedures established by the building Principal and published in the Student/Parent Handbook regarding pre-excused absences.

**EXCUSED ABSENCES:** The student will contact the teacher(s) to make arrangements to make up missed assignment, class work and tests. The student will be allowed the number of days absent plus one to complete missed assignments, class work and tests without penalty. Exceptions may only be granted by the Principal.

The District recognizes the following reasons for valid excused absences.

1. **Illness of Student:** Written verification by parent required. The district may request a written statement from a physician. The physician's statement shall include the time period, not exceeding thirty days, for which the absence is valid.
2. **Dental, Medical & Valid Appointments:** Written verification by parent required. District may also request a signed appointment card.
3. **Family Emergency:** A family emergency is defined as an unusual occurrence that requires a student's attendance with the family. Work at home or private employment does not constitute a family emergency. Authority to grant an excused absence for a family emergency rests solely with the Principal.
4. **Unique Situations (family vacation, school visitation, etc.):** Preapproval from the Principal and written verification by parent required. Course work will be completed prior to absence if required by the teacher. A trip without parental accompaniment will not be considered a valid excused absence.
5. **A death/funeral of a family member, close relative or friend:** Written verification by parent required.

**UNEXCUSED ABSENCES:** Students who are absent from school with the consent of their parent/guardian, but whose absence does not meet the aforementioned criteria of excused absence, shall be considered unexcused. In such cases, the student will be expected to submit a written statement signed by his/her parent/guardian explaining the reason for the absence. On the basis of this statement, the Principal will determine whether credit for the makeup work will be granted. Absences determined to be unexcused may result in loss of credit for missed assignments, class work or tests during the period covered under this absence.

**EXEMPTION TO REGULAR SCHOOL ATTENDANCE:** A student who desires to leave school prior to the age of eighteen (18) years of age may be denied by law unless all of the following criteria have been met:

1. The student has reached the age of sixteen (16).
2. A written request to be excused from regular school attendance was submitted to the Board.
3. The student and parent/guardian have agreed in writing that the student will pursue an Alternative Education Plan in accordance with State law.
4. Board has approved an Alternative Educational Plan for the student. The Alternative Educational Plan will include the name of institution, dates enrolled and a timeline for completion of the Alternative Educational Plan leading to a high school diploma or equivalency.
5. The Student maintains compliance with the Alternative Educational Plan. Noncompliance voids this agreement.

**TRUANCY PROCEDURES:** A student who has been truant for five or more days in a semester shall be judged a habitual truant and may be referred to the Juvenile Court Intake Worker. The student may be taken to truancy court and penalties may be imposed.

*Legal References: Wis. Statutes 118.15, 118.153, 118.16, 118.162, 118.165.*

Adopted: September 27, 1989

Revised: August 2009; September 21, 2011