

### COMPULSORY STUDENT ATTENDANCE

The School Board recognizes the positive relationship between regular school attendance and success in school and employment. If student learning and growth are to occur parents/guardians, students, and school personnel must recognize their responsibilities to assure regular attendance.

The School Board, in recognition of statutory requirements for school attendance, believes school attendance should take precedence over non-school activities. State law requires every student between six and 18 years of age to be in school attendance unless the student:

1. is excused temporarily for physical or mental reasons, or other reasons defined by the School Board.
2. has graduated.
3. has reached the age of 16 and:
  - a. has requested permission to be excused from regular school attendance;
  - b. his/her parent/guardian agree, in writing that the student will pursue an alternative educational program in accordance with state law requirements;
  - c. the written agreement is approved by the school board; and
  - d. the student complies with the written agreement acknowledging that noncompliance voids the agreement and requires immediate resumption of attendance at school in accordance with state law and board policy.
4. has been excused by his/her parent/guardian prior to an absence in accordance with state law.

It is the responsibility of any person having under his/her control such a student to ensure regular attendance during the full period and hours that school is in session until the end of the quarter or semester of the school year in which the student becomes 18 years of age.

It is the responsibility of the parent/guardian to notify the school of student absences in accordance with established District procedures. When students are absent from school, parents/guardians assume full responsibility for their activities. It is the responsibility of the

school district attendance officer to determine whether the absence is acceptable (excused) or not acceptable (truant).

### School Attendance Guidelines

#### School Attendance Officer

The building principal or his/her designee shall serve as the school attendance officer for each school in the district and shall be responsible for all matters relating to school attendance and truancy. These duties and responsibilities shall include the following:

1. determine daily which students enrolled in the school are absent from school and whether their absences are excused.
2. inform the parent/guardian of a student's truancy and direct the parent/guardian to return the student to school no later than the next day on which school is in session or to provide an excuse for the student's absence.
3. furnish student attendance information to designated agencies for purposes authorized by state law and the Board's student records policy/procedures.
4. Annually, on or before August 1, submit to the district administrator a listing of how many students enrolled in their schools were absent in the previous year and whether the absences were excused.

#### Student Absences and Excuses

The regular school attendance of a student is the responsibility of that student's parent/guardian. The school attendance officer will determine if an absence is excused or a truancy using the following criteria:

1. Excused Absences--All excused absences require written verification from the student's parent/guardian to the school attendance officer or designee in advance of the absence or prior to readmittance to school.
  - a. Any student excused in writing by his/her parent/guardian prior to an absence is excused from school attendance. A student may be excused by his/her parent/guardian under this provision for not more than 10 days in the school year. Examples include:
    - Medical/dental appointments that cannot be scheduled outside of the school day.
    - Court appearances or other legal procedure which require the student's presence.

- death in the immediate family or funerals for relatives or close friends.
- attendance at special events of educational value, for example, college visits or job fairs.

b. The school attendance officer is authorized to approve a legal excuse for any student for the following reasons:

- Evidence that the student is not in proper physical or mental condition to attend school or an educational program. The district may request the parent/guardian to obtain a written statement from a licensed physician, dentist, chiropractor, optometrist, or psychologist or Christian Science practitioner as defined in Wis Stats 118.15(3)(a) as proof of the student's physical or mental condition. Such excuse shall be in writing and shall state the period of time, not to exceed 30 days, for which it is valid.
- An emergency in the family or other crisis which requires the absence of the student because of family responsibilities.
- A religious holiday.
- A quarantine imposed by a public health officer.
- Either an in-school or out-of-school suspension.
- Special circumstances that show good cause and which are approved by the school attendance officer.

2. Truancy (Unexcused Absences)--A student is considered "truant" if absent from school for part or all of one or more school days during which the school has not been notified of the legal cause of such absence by the student's parent/guardian. It also means intermittent attendance for the purpose of defeating the intent of the compulsory attendance law.

Parents/guardians shall be notified when a student has an unexcused absence(s). The attendance officer or designee shall make such notifications by personal contact, mail, or telephone call.

Consequences for trancies shall be determined by the attendance officer.

3. Habitual Truancy--A student is considered an "habitual truant" if absent from school without an acceptable excuse for part or all of five or more days on which school is held during a semester.

The parent/guardian of a student, who is an habitual truant, shall be notified by certified or registered mail when the student initially becomes a habitual truant. This habitual truancy notice shall be in accordance with state statutes.

Shawano County has enacted an ordinance prohibiting a child from being an habitual truant. The school district will refer habitual truants to the Shawano County legal authorities in accordance with the district's truancy plan. This truancy plan will be reviewed at least once every two years in accordance with state statutes.

#### Make-Up Assignments/Examinations

All students with excused and unexcused absences shall be given the opportunity to make up examinations and work missed in accordance with the guidelines listed below. Credit in a course or subject shall not be denied solely because of a student's absence from school.

1. Excused Absences

- a. Students who are absent from school for reasons that are determined to be excused by the school attendance officer shall be given the opportunity to make up work missed when they return to school as indicated in grading policies.

2. Unexcused Absences

- a. Credit in a course or subject shall not be denied solely because of a student's unexcused absence(s) from school.
- b. Students with unexcused absences shall be permitted to make up major examinations (quarter, semester, or grading period) missed, if course credit is at risk. Examination make-up date(s) shall be determined at teacher discretion. Students in this circumstance shall be prepared to make up the exam on the day of return.

Legal References:           Sections   118.15   Wisconsin Statutes  
  118.16

Approved:     May 18, 1981

Revised:     2/19/01