

## The Legal Consequence of Educational Neglect

- Absences shall be classified as excused or unexcused:
  - (a) Excused would include illness, field trip which is school sponsored, medical appointments, court appearances where not initiated through misconduct of the student, educational trips where work is made up in advance, and other circumstances where the building principal or designee may deem it a justified absence.
  - (b) Excused will also include up to 10 days of absence per year which were requested in writing and in advance of the absence by the parent or guardian. (It is requested that the parental requests be submitted at least one week in advance when possible.)
- Unexcused absences are all those not covered above and will be considered a violation of the State of Wisconsin School Compulsory Attendance Statute 118.15.
- All absences must be verified in writing or through telephone contact by the parent or guardian.
- A child may **not** be pre-excused for more than 10 days in a school year.
- If a student misses part of or all of the five or more days within a semester without an acceptable excuse, the student may be considered “habitually truant” and truancy proceedings may be started per state statute 118.156 (5).
- Students considered truant may also be referred to our police liaison or Human Services.
- Students are required to be present during the entire regularly school day to be considered full-time students.

## Program Description for Students in grades K-12:

- Absences may result in contact by student’s teacher, mail, or administration.
- A school meeting may occur with teacher, counselor, and/or administrator.
- Habitual truancy may be filed after 5 unexcused absences.
- Excessive tardiness may be considered habitual truant.
- All notices will reflect the state law and administrative protocol

**Tardy:** Students arriving late are considered tardy. After 10 minutes, students may be considered absent for a portion of the day and must have the proper documentation to determine if the absence is excused or unexcused.

**Early Out:** Students leaving prior to 10 minutes before the end of the school day will be marked absent for part of the afternoon.

**Truancy:** Any unexcused absence for part or all of a day.

**Habitual Truant:** A student who is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is scheduled during a school semester.

**Excused Absences:** Each student is allowed a maximum of ten (10) excused absences per school year. An administrator, when given proper documentation, may approve additional absences due to special circumstances.

*“A community of learners committed to continuous improvement through a culture of dialogue and reflection”*

## Attendance & Truancy Parent Information



*Regular and prompt attendance allows students the opportunity to be successful in school and is a lifelong trait for success in life. It is the responsibility of all of us to make sure that students understand the expectations and the importance of establishing strong attendance habits. Please discuss with your child the importance of coming to school with a positive attitude, being an active member of the school community, and attending school every day.*



# Success in School

The child supplies the power but the parents have to do the steering. **-Benjamin Spock**



## Tips for Parents

- Make it clear that education is important to you by showing interest in your child's schoolwork and activities. Attending school regularly helps children feel better about school-and themselves.
- Know school policies about making up work when your child is absent.
- Support the school's rules by telling your children you expect them to follow the rules.
- Keep an accurate calendar that shows school breaks. Plan family vacations when school is in recess.
- Make sure your child arrives to school on time. Being late 10 minutes a day may result in 30 hours of lost instruction time for the school year.
- Schedule appointments after school hours, whenever possible.
- Call the school when your child is absent. When possible, let school know in advance that your child will be out and gather homework to be completed.
- Sometimes serious family or medical issues can impact attendance. It is important to communicate with school personnel and work together to overcome obstacles to attendance.

## Where do you go for help?

School Resources...

- Your Child's Teacher
- School Counselor
- Principal
- School Nurse
- School Social Worker
- School Psychologist

## DID YOU KNOW?

- Starting in kindergarten, too many absences can cause children to fall behind in school
- Missing 10 percent (or about 18 days) can make it harder to learn to read
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up

## When Do Absences Become a Problem?



**CHRONIC ABSENCE** 18 or more days

**WARNING SIGNS:** 10 to 17 days

**GOOD ATTENDANCE:** 9 or fewer absences



## PROCEDURES TO FOLLOW IN CASE OF AN ABSENCE:

**NOTIFY SCHOOL THAT MORNING OF THE ABSENCE OR SEND A NOTE INDICATING THE REASON OF THE ABSENCE WITH YOUR CHILD UPON HIS OR HER RETURN TO SCHOOL. PARENTS MAY CALL THE RECORDED SCHOOL ATTENDANCE LINE TO LEAVE A MESSAGE. FAILURE TO CONTACT THE SCHOOL WILL RESULT IN THE SCHOOL MAKING AN ATTEMPT TO CONTACT A PARENT/GUAARDIAN AT HOME OR AT WORK REGARDING THE ABSENCE.**