

STUDENT PERSONNEL

Series 400

Policy Title . . . ATTENDANCE REQUIREMENTS

Code No. 431

The School Board shall determine the compulsory attendance period and length of school day each school year as permitted by the Code of Wisconsin.

Children who are residents of this district and who are in sufficient physical and mental health must attend an approved school full time, religious holidays excepted, until they reach the age of eighteen. In lieu of local school attendance, qualified pupils may substitute such state approved programs as defined in 118.5 (as amended by Act 39 of the 1991-1993 Biennial Budget).

A student shall be classified full time while present in a school facility, school approved program, or being supervised by certified personnel during the time frame of a normal school day as defined by the School Board.

Date of Adoption:
August 14, 1978
Amended:
October 13, 1980
Amended:
April 5, 1993
Reviewed:
May 12, 2008

Legal Reference: Code of WI
Section 119.5

STUDENT PERSONNEL

Series 400

ADMINISTRATIVE REGULATIONS ATTENDANCE REQUIREMENTS

Code No. R-431

Every child should be accounted for each day school is in session.

1. Take attendance regularly but especially the first and last periods and those immediately after lunch.
2. It shall be the responsibility of the building administrator to provide the technology and process for recording every student's attendance
3. 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 his 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 the parental requests be submitted **at** least one week in advance when possible.)
 - (c) Unexcused absences are all of those not covered above.
4. All absences must be verified in writing or through telephone contact by the parent or guardian.
5. Administrators have the responsibility to follow through on suspicious notes or phone calls.
6. All absences not documented by parent or guardian telephone calls must be verified by the building administrator or his designee by telephone as soon as possible but no later than 9:00 p.m. of the day of absence.
7. A reasonable effort will be made by the building administrator or his/her designee to verify any non-documented absence.
8. Unexcused absence may carry with them no credit or opportunity to make up daily work for credit. These assignments where no credit is given may be averaged into the term grade. Students may not be denied the right to make up quarter or semester or yearly exams.
9. Frequent or habitual offenders shall be dealt with in accordance with provisions of the law.
10. Unexcused absences shall be examined in conference with the parent, child and attendance official to determine a course of corrective action.
11. Where appropriate the student should be referred to the Guidance Office or school nurse.

STUDENT PERSONNEL

Series 400

ADMINISTRATIVE REGULATIONS

ATTENDANCE REQUIREMENTS ENFORCEMENT

Code No. R-431

The School District administrator or his/her designee shall enforce school district attendance policies as follows:

1. No later than the end of the second day after receiving a report of unexcused absence, contact the parent by personal service either mail or telephone of which a written record is kept. Such person shall be notified that the child is to return to school no later than the next day or a legal excuse is necessary.
2. In the event of further truancy, meet or attempt to meet with the child's parents or guardian to discuss the child's truancy.
3. Provide an opportunity for educational counseling to the child to determine whether a change in curriculum would resolve the child's truancy; or have considered curriculum modification provided by the law.
4. Evaluate the child should truanancies persist to determine whether learning problems may be the cause of the child's truancy or if so, pursue proper placement.
5. Determine whether social problems may be the cause of the child's truancy and if so, make appropriate referrals.

The District will not deny pupil credit in a course or subject solely because of a pupil's unexcused absence or truanancies. The Board does, however, authorize the administrator to establish rules or regulations to encourage full attendance including detention.

Parents or guardians failing to comply with the attendance statutes may be subject to statutory remedy unless they are able to prove they are unable to comply because of disobedience of the child at which point the action against the parents will be dismissed and the child shall be proceeded against under Chapter 48.

Date of Adoption:

January 12, 1981

Reviewed:

September 21, 1992

Reviewed:

May 12, 2008

Legal Reference: Code of WI

Section 118.16(5), 103.28, 118.15 (1),

118.16 (3), Chapter 298, Laws of 1979