

# SCHOOL ATTENDANCE AND TRUANCY POLICIES

(summary)

## Compulsory School Attendance

### SECTION 118.15, WIS. STATUTES

118.15(1)(a) Any person having under control a child who is between the ages of 6 & 18 years shall cause the child to attend school regularly during the full period and hours that the public school in which the child should be enrolled is in session until the end of the school term, quarter or semester of the school year in which the child becomes 18 years of age. The child must be in a class, a study hall, or a Board of Education approved activity every period of every school day, except that a parent or guardian may cause their child to be excused if they provide an excuse in writing before the absence and the absences do not exceed ten (10) days. A child so excused is required to complete the course work missed during the absence.

#### EXCEPTIONS (Subparagraphs a-d):

- (a): the child has graduated from high school.
- (b): attendance at a vocational, technical or adult education school, providing the school board has approved and entered into a contract with the vocational school, and providing the child is 16 or older.
- (c): a child 16 years or older may enter into a program or curriculum modifications which lead to the child's high school graduation, or to a high school equivalency diploma under 115.29 (4).
- (d): enrollment in an alternative public school, or program located in the school district in which the child resides, or a school to work program.

#### EXCUSED ABSENCES AND CONDITIONS:

1. **ILLNESS:** 3 days or less, under most conditions, child will be readmitted with a written statement from a parent or guardian. If the absence is for more than 3 days, a written statement from a physician or other licensed professional is required.
2. **PROFESSIONAL APPOINTMENTS:** Appointments with doctors, dentists, chiropractors, optometrists, or psychologists WHICH HAVE BEEN PREARRANGED AND APPROVED BY THE ATTENDANCE OFFICER.
3. **FAMILY EMERGENCIES:** An illness in the immediate family, which requires the absence of the student for family responsibilities; farm work on the family farm during planting or harvest.
4. **FUNERALS:** A death in the immediate family or funerals for close relatives, or a close family or personal friend.
5. **RELIGIOUS HOLIDAYS:** Religious holidays/activities will be excused as requested by the parent or guardian in writing.
6. **FAMILY TRIPS:** A child may be excused if traveling with one or both parents, and the ABSENCE HAS BEEN PREARRANGED. School days missed should be limited to five or less. DEER HUNTING is considered a family trip. Recreation Day must be used.
7. **RECREATION DAY (high school only):** A child with less than 3 days absence in the prior quarter may prearrange one day of excused absence per school year with parent's approval, and providing school conduct has been acceptable. Recreation days are non cumulative; no more than 5 students per grade may be gone on rec days on one day, and they may not be scheduled the last 10 days of semester 2.
8. **THE FOLLOWING ABSENCES ARE EXCUSED IF PREARRANGED, AND DO NOT EXCEED THE TEN DAY LIMIT:**
  - a.) Drivers license tests--1/2 day allowed.
  - b.) College visits--two visits of one day for each college.
  - c.) Court appearances--as specified on court order, and parent's note.
  - d.) Military service exams--one day allowed.
  - e.) Attendance at special events of educational value.

#### ABSENCES THAT WILL BE CONSIDERED UNEXCUSED:

An unexcused absence is an absence that occurs with or without parental knowledge, exceeds the first ten-day limit, or has not been classified as "excused" by the principal. Missing the school bus, shopping, oversleeping, hair appointments, errands, car problems, etc. are examples of the types of absences that are classified as "unexcused." Students with unexcused absences will be permitted to make up all examinations missed for credit, provided the exams are made up within the time allotted. Daily work and/or participation points will not be awarded during unexcused absences.

Unexcused absences are considered to be cases of truancy.

**Truancy:** Truancy means any absence of part or all of one or more days during which the school attendance officer has not received an acceptable excuse. A habitual truant is a pupil who is absent from school without an acceptable excuse for part or all of five (5) or more days during a school semester.

#### ATTENDANCE RESPONSIBILITIES:

1. All absences other than illness must be **preceded by a written excuse** signed by one parent or guardian before the absence occurs. Students should turn the note in to the office and get a "Pre-Excused" form, which should be turned back in to the office after the student's teachers have signed it. This procedure insures that the students will have their assignments and will have met the expectations of their teachers **BEFORE** they are absent.
2. When a student will not be attending school because of illness, a parent should call the high school office at 485-4441 between 7:00 and 8:30 and inform a secretary. Routine attendance calls to parents (unless the parents called the school) are made to parents whose children are absent. Contact with parents by phone establishes the student's whereabouts and helps insure the safety of our students.
3. A written excuse from a parent or guardian describing the reason for the students absence must be turned into the office immediately upon the students return. When a student fails to bring in a note, the absence is considered unexcused.
4. If a student goes home for lunch and finds they are too sick to return to school, a parent or guardian must call the school office by 1:00. Failure to notify the school will result in an unexcused absence.

#### STUDENT RESPONSIBILITIES:

1. Students are required to attend all of their regular scheduled classes, study halls, and lunch periods, unless they have obtained parental permission and a pass approved by the school attendance officer or designee, to be absent.
2. A student who has been absent, or is anticipating being absent, shall provide a written explanation of the absence signed by her/his parent or guardian.
3. Students must always check in and out at the office when they leave and return to school. A student must check in school immediately upon his/her return to school.
4. Student will have the number of days absent plus one in which to complete make-up work and exams.

#### TARDINESS:

Being on time is an important element of life and school and will be expected of you from all present and future teachers and employers. Everything possible will be done to encourage punctuality. **Late to School-** Report immediately to the office if you are late to school. A tardy pass will be issued and tardy points accumulated if the tardiness is unexcused. **Classroom tardies-** Roll call is taken at the beginning of each class period. You are to be in your assigned seat when the bell sounds for the beginning of classes. In case of tardiness, go directly to the class in which you are late. The teacher is the sole judge of your situation. If you have an emergency between classes, see the principal or your teacher and explain the matter to them. Three tardies per semester will result in accumulation of points.