

ATTENDANCE DEFINITIONS:

"School Attendance Officer" means an employee designated by the Board of Education to deal with matters relating to school attendance and truancy.

"Truancy" means any absence, in part or all, of one or more days from school during which the school attendance officer or principal has not been notified of the legal cause of such absence by the parent(s)/guardian(s) of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of the state attendance statutes (118.15).

"Habitual Truant" means a student who is absent from school without an acceptable excuse, based on the district attendance policies, for part or all of 5 or more days on which school is held during a school semester.

TRUANCY GUIDELINES

Parents/guardians will be notified when:

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| <ol style="list-style-type: none"> 1. A student misses part or all of eight or more days during any school semester with acceptable or unacceptable excuses. | <ol style="list-style-type: none"> 1. Courtesy letter to parent(s)/guardian(s) |
| <ol style="list-style-type: none"> 2. A student misses part or all of ten or more days during any school semester with acceptable or unacceptable excuses. | <ol style="list-style-type: none"> 1. Certified letter to parent(s)/guardian(s) asking for meeting 2. Checklist 3. Court notification |
| <ol style="list-style-type: none"> 3. A student misses part or all of five or more days during any school semester without an acceptable excuse. | <ol style="list-style-type: none"> 1. Certified letter to parent(s)/guardian(s) asking for meeting. 2. Checklist 3. Court notification |

Note:

After a student misses part or all of ten days during any school semester with acceptable or unacceptable excuses, no absence will be excused unless the absence has been pre-approved by the building principal or his/her designee, or the absence is excused by a medical professional or officer of the court. Parental notes alone may not be acceptable for excusing a student's absence.

Legal Reference: WI Statutes 118.15

Initial Adoption: 10/23/17

Final Adoption: 11/20/17

STUDENT ABSENCES

The responsibility for regular school attendance of a student rests upon the student's parent(s)/guardian(s).

No absence shall be recorded when a student is physically away from school because he/she is participating in school-sponsored, teacher-chaperoned field trips, athletic events, workshops, contests, etc.

Each teacher shall submit daily attendance reports to the attendance officer on all students under his/her charge.

Each building principal shall adopt specific procedures for handling absences subject to the School District of Neillsville attendance policies and the approval of the Board of Education. A written copy of these procedures shall be provided for each student and his/her parent(s)/guardian(s).

EXCUSED ABSENCES

All excused absences require parent(s)/guardian(s) written verification, which is to be submitted to the building principal or attendance officer in advance or prior to re-admittance to school.

The district administrator, principal, or attendance officer is empowered to approve a legal excuse for any student for the following reasons:

1. 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(s)/guardian(s) to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuse shall be made in writing, shall state the period of time for which it is valid and shall not exceed 30 days.
2. An excuse issued by the school health office.
3. An illness in the immediate family which requires the absence of the student because of family responsibility.
4. Medical, dental, chiropractic, optometrical or other valid professional appointments. Parents/guardians are requested to make their appointments during non-school hours or study halls.
5. A death in the immediate family or funerals for close relatives or friends.
6. Religious holidays or attendance at special family celebrations.

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7. Family trips that can be taken only during the normal school term. The intent of this statement is to provide opportunity for students to accompany their parents/guardians on a vacation which cannot be scheduled during non-school time. Parents/guardians shall notify the principal or attendance officer several days prior to leaving on vacation of the pending absence for the purpose of reviewing the student's attendance record and overall performance record. Student vacations or trips without parent/guardian accompaniment are not excused absences.
8. A court appearance or other legal procedure which requires the attendance of the student.
9. A quarantine as imposed by a public health officer.
10. Attendance at special events of educational value as approved in advance by the principal or attendance officer.
11. Approved school activities during class time.
12. Special circumstances, that show good cause, and are approved in advance by the principal.

EXCUSED OR UNEXCUSED ABSENCES

All students with excused absences will be given the opportunity to make up work missed in accordance with the following guidelines:

1. It is the student's responsibility to contact teachers to make arrangements for making up work missed during an absence from school. Students who miss class will be given an opportunity, whenever possible, to make up work missed when they return to school.
2. Examinations missed during an absence will be taken at a time mutually agreed upon by the student and the teacher. (In accordance with the district's make-up work policy).

HABITUAL TRUANT

If a student becomes a habitual truant, (see definition), the attendance officer shall notify the parent(s)/guardian(s) of the student by registered or certified mail, when the student initially becomes habitually truant. The notice shall include the following:

1. A statement of the parents'/guardians' responsibility under the law to cause the student to attend school regularly.

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2. A statement that the parent(s)/guardian(s), or student may request program or curriculum modifications for the student and that the student may be eligible for any at-risk program.
3. A request that the parent(s)/guardian(s) meet with appropriate school personnel to discuss the student's truancy.
4. A statement of the penalties under law that may be imposed on the parent(s)/guardian(s) if they fail to cause the student to attend school regularly.

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