

SERIES 400 – STUDENTS

Attendance – 430

Student Attendance Guidelines (431 – Rule)

Students will be required to attend all their scheduled classes, activities, and study halls unless they have legal permission and a pass approved by the building administrator.

A student may be excused from school attendance for the following reasons:

- 1) Absences authorized solely by the parent/guardian: A student is excused from school attendance if the parent/guardian notified the school prior to the student's absence from school. A student may be excused under this provision for not more than ten (10) occurrences in a school year.

Examples include:

- a) Personal time and family vacations.
- b) Attendance at special events of educational value not sponsored by the school (College visits, Driver's appointments).
- c) Health appointments (medical, dental, chiropractic, optometrical)
- d) Court appearances or other legal proceedings or matters.

Students must complete an advanced make-up form and return it to the office when receiving prior approval from a parent/guardian for being absent for one or more days.

- 2) The school attendance officer or designee is empowered to approve a legal excuse to any student for the following reasons:
 - a) Personal illness. At the discretion and request of the Building Principal, personal illness that result in more than seven (7) days in a semester be supported with a note from the health care provider.
 - b) Illness or injury to a student resulting hospitalization or medical ordered home rest. Administration reserves the right to require a note from the student's health care provider or treatment director for more than five (5) days of absence in a semester.
 - c) Accidents or death in the immediate family.
 - d) Suspension from school.
 - e) Religious observances.
 - f) School-sponsored activities.
 - g) Quarantine as imposed by the public health officer.
 - h) Special circumstances that show good cause. Such circumstances shall be considered on a case by case basis by the school attendance officer.

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- 3) Students whose absence from school does not fall under the reasons listed above shall be considered unexcused (truant).
- 4) Students who leave school grounds without notification and authorization will be considered unexcused (truant).
- 5) When a student is absent from school, the parent/guardian should telephone or e-mail the school by 9:00 a.m. to inform the school of the absence, and the reason for the absence. Failure to contact the school by 9:00 a.m. will result in the school contacting the parent / guardian through Skyward Family Access.
 - a) Elementary office – (608) 337 – 4420 (Ext. 354)
or e-mail ttomek@now.k12.wi.us
 - b) JH / HS office – (608) 337 – 4401 (Ext. 222)
or email danderso@now.k12.wi.us
- 6) If there has been no contact by the parent of a student's absence, and if the school's attempt to contact the parents has failed. Parents/guardians will be expected to provide a written explanation of absences at the time the student return to school.
- 7) Four tardies will be treated as one unexcused absence.
- 8) Students who are absent as a result of a suspension shall be permitted to make up any school work missed as a result of the suspension. The student will be given an equal number of days as the length of the suspension to complete any missed school work.
- 9) Students will have the number of day's absence plus one to make up missing school work. It is the student's responsibility to see the teacher about the work missed and to have the homework turned in on time.
- 10) The District reserves the right to ask why the student is absent from school.
- 11) Athletic Code attendance requirements may differ on the details of the student absence to determine eligibility for a contest. In those cases, the School Board approved Athletic Code requirements will take precedent over this policy.

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Truancy

Definitions

Truancy – Truancy is defined as any absence from school for reasons other than those identified as excused absences in this Board Policy.

Habitual Truant – Habitual Truant is defined as a student who is absent from school without an acceptable excuse for part of or all of five or more days on which school is being held during a school semester.

Procedures for Dealing with Truancy

1. A student who has been truant will be subject to school discipline which may include detentions, suspensions, or other discipline as determined by the building administrator
2. The student will be given a truancy notification from building administration.
3. When a student has been truant from school for a minimum of four (4) days during a semester, the building administrator will notify the parent that one more truancy during the current semester will cause the student to be classified as a “Habitual Truant”.

Procedures for Dealing with Habitual Truancy

When it has been determined by the building administrator that the student has been a Habitual Truant, as defined above, the building administrator will initiate the following procedures:

- 1) Immediately send written notice of the habitual truancy to the parent or guardian of the student.
- 2) The building administrator will attempt a “Good Faith” effort in setting up a meeting with the parent/guardian of the habitual truant student. This meeting will be held within ten (10) school days of sending the letter to the habitual truant’s parent/guardian. The meeting will determine if the student’s schedule or the school’s curriculum would resolve the student’s truancy or if there are learning problems that are affecting the student’s attendance.
- 3) The building administrator will then initiate a legal referral of the habitual truant to the appropriate county or municipal authorities if either of the following occurs:

- a. A meeting with the habitual truant's parent/guardian is held and subsequent to that meeting the student is again truant from school during the semester.
- b. The parent/guardian failed to contact the school or attend the meeting set by the building administrator as described in item #2 above.

Legal Reference: Section 118.16(5), (5m) Wisconsin Statutes

Approved: 9/17/07

Revised: 7/14/14