

## SCHOOL DISTRICT OF THE MENOMONIE AREA

431-Rule

## STUDENT ATTENDANCE/TRUANCY PROCEDURES

## A. PRE-EXCUSED ABSENCES

Pre-excused absences: Any student excused in writing by their parent/guardian, prior to an absence, is excused from school attendance. A student may be excused by the parent/guardian under this provision for not more than 10 days in the school year. Students so excused are responsible for making up work missed during the absence. Pre-excused absences may include family vacations/travel, weddings, and/or hunting.

## B. OTHER EXCUSED ABSENCES

- a. Illness, including reasonable treatment for such illness, where the student is temporarily not in proper physical or mental condition to attend school. A written statement may be required to be submitted to the school as proof of the student's health condition for student's absences due to illness;
- b. Health Care Appointments (medical, doctor, dental, mental health) that cannot be scheduled outside the school day. A written note by the provider shall be required for the absent due to health care appointment;
- c. Religious Holiday;
- d. Severe weather conditions that, in the parent/guardian's reasonable judgement, are a danger to the health, welfare, and safety of the student;
- e. Funeral for a family member or close friend;
- f. School sponsored activity;
- g. Mandatory court appearance;
- h. Suspension from school;
- i. College visitation for high school seniors and second semester high school juniors (2 days). Additional days may be granted on an individual basis by the guidance department/administration;
- j. Serving as an election official – Students may be excused to serve as an election official provided they have at least a 3.0 grade point average or the equivalent and have the permission of their parent/guardian and the building principal;
- k. Sounding Taps - A student enrolled in grade 6 to 12 may be excused for the purpose of sounding "Taps" during a military honors funeral for a deceased veteran; or
- l. Any absences not categorized above may be discussed with the building principal or designee and excused as deemed appropriate.

Students with excused absences are responsible for the work they miss while absent from school. Assignments may be obtained from teachers prior to the absence or upon the student's return. All tests and assignments missed during the absence must be made up within a reasonable, mutually agreeable, time after the student returns to class.

### C. UNEXCUSED ABSENCES

Students are still expected to make up any daily work or quizzes missed due to unexcused absences. Students shall be allowed to make up any major tests or assignments. The responsibility for arranging make-up work rests solely with the student.

Students who are absent from school with the consent of their parent or guardian, but whose absence does not fall under the reasons listed above, shall be considered unexcused. Examples include, but are not limited to, missing the bus, a family trip not approved in advance, and oversleeping.

- a. Leaving school without permission shall be considered an unexcused absence.
- b. A student who skips a class or classes, even if they do not leave the building, shall be documented as unexcused for those periods.

### D. LATE ARRIVAL OR EARLY DISMISSAL

It is necessary that a student be in attendance throughout the school day, or as required by their individualized schedule, in order to benefit fully from the educational program of the District. The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day. As an agency responsible for the education of children of the District, the Board shall require that the school be notified in advance of such absences by written or personal request by the student's parent/guardian, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the school administration.

Failure to contact the school may result in an unexcused absence. Unexcused tardiness can also be counted towards habitual truancy.

### E. SPECIAL STUDENT EXEMPTIONS FROM SCHOOL ATTENDANCE

With written request from a parent or guardian, a student may be excused from regular school attendance pursuant to a program or curriculum modification, as defined by state law. The administrative decision, in response to the request, shall be provided in writing.

#### Approved Alternative Programs

1. Upon a student's request, and with written approval of the student's parent/guardian, any student who is 16 years of age or over may be excused by the Board from regular school attendance if the student and their parent/guardian agree, in writing, that the student will

participate in a program or curriculum modification leading to the student's high school graduation.

2. Upon a student's request, and with written approval of the student's parent/guardian, any student who is 17 years of age or over may be excused by the Board from regular school attendance if the student and their parent/guardian agree, in writing, that the student will participate in a program or curriculum modification leading to the student's high school graduation or leading to a high school equivalency diploma.

## F. TRUANCY

A student will be considered truant if they are absent part or all of one (1) or more days from school during which the school has not been notified of the legal cause of such absence by the parent/guardian of the absent student.

A student will be considered a habitual truant if they are absent from school without an acceptable excuse for part or all of five (5) or more days in which school is held during a school semester.

### Truancy Procedure

- a. When a student has missed all or part of five (5) days, unexcused in a semester, a letter will be sent to the parent/guardian along with the attendance log.
- b. When a student has missed all or part of ten (10) days, excused or unexcused, a letter will be sent to the parent/guardian along with the attendance log.
- c. Once a student has missed more than ten (10) days, excused or unexcused, the principal will be notified to determine if a meeting shall be held. The purpose of the meeting is to identify potential barriers to attendance and create a plan to improve absences.
- d. If it is determined that a meeting outline in section 118.16 Wis. Stats. is needed, a certified letter will be sent to the parent/guardian at least one week prior to the meeting date. This letter will include the attendance report for the student in addition to:
  1. A statement of the parent's/guardian's responsibility under state law to cause the student to attend school regularly.
  2. A statement that the parent/guardian or student may request program or curriculum modifications for the student and that the student may be eligible for enrollment in a program for children at risk.
  3. A request that the parent/guardian meet with appropriate school personnel to discuss the student's truancy. The notice must include the name of the school personnel with whom the parent/guardian should meet; a date, time and place for the meeting; and the name, address and telephone number of a person to contact to arrange a different date, time or place. The date for the meeting

must be within five school days after the date that the habitual truancy notice has been sent to the student's parent/guardian; however, the date for the meeting may be extended for an additional five days.

4. A statement of the penalties that may be imposed under state law on the parent/guardian if they fail to cause the student to attend regularly.
- e. Prior to any proceeding being brought against a student or against a student's parent/guardian under the section 118.16 Wis. Stats., the principal or designee must provide evidence that appropriate school personnel have, within the school year during which the truancy occurred, done all of the following:
1. Met with the student's parent/guardian to discuss the student's truancy or attempted to meet with the student's parent/guardian and received no response or were refused. This requirement does not apply if the meeting with the parent/guardian is not held within 10 school days after the date that the habitual truancy notice is sent.
  2. Provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy, and have considered modifications.
  3. Evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems. The student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at his/her grade level.
  4. Conducted an evaluation to determine whether social problems may be the cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals.

Items 2, 3, and 4 above do not apply if the principal or designee provides evidence that appropriate school personnel were unable to carry out the activity due to the student's absences from school.

- f. If the steps outlined above have been followed, a legal referral may be made.
1. A completed "Dunn County Truancy Referral" form will be sent to the Dunn County Department of Human Services. A copy of all forms will be kept by the school.
  2. A juvenile court intake worker may be assigned to handle the truancy referral.

CROSS REF.: 431, Student Attendance

ADDOPTED: March 9, 2009  
February 8, 2021