



---

## 2013-2014 School Year -

### Student Absence Reporting - Types of Absences:

1. **Students who become ill at school during the school day:** When a student becomes ill during the school day, they need to request a pass and report to the office. **STUDENTS ARE NOT TO TEXT A PARENT DIRECTLY WITHOUT LETTING STAFF KNOW THEY ARE SICK.** The office will have the student call home and talk to the student's guardian regarding the student's health. If the parent/guardian approves for the student to go home, the office will give the student a pass to wait for a ride by the west doors or if the student drives or takes the bus, with parent approval, the office will give the student a pass to go home "sick". Students who contact their guardians directly without staff knowledge that they are sick will have to report to the office along with their parents to sign out.

2. **Excused absences:** A student's absence may be excused by the principal/designee for acceptable reasons such as personal illness, illness in the immediate family, or death of a family member or relative, or other reasons of legitimate health or educational benefit to the student. Adult students and emancipated minors shall provide their own excuse.

A student will be considered excused if incarcerated temporarily. The parent/guardian or court services worker must notify the school of the reason for the absence and the exact dates of incarceration must be documented.

3. **Prearranged Absences:** Approval of a request for a prearranged absence may be given in situations such as family, group, or individual activities of significant benefit to the student to warrant absence from school.

Principals may approve the prearranged absence of students upon written request from a parent/guardian. Requests for approval of a prearranged absence will be submitted on the form provided by the school office, and will be considered after the necessary details are provided, including reason for the request, evaluative notations by the teachers, signature of the parent/guardian, and other information which may be requested. In emergencies where written request for prearranged absence is not feasible, direct contact should be made with principal/ designee if possible. In such cases, a written statement should be provided following the absence in order for it to be considered excused. Students who receive approval for a prearranged absence will be permitted to complete all school work for credit and may arrange to do so either prior to or subsequent to the absence.

4. **Truancy & Make-Up Work:** Students who are found to be truant will be permitted to make up schoolwork and receive full credit. A detention system may be established for completion of assignments and exams. "Truancy" means any absence of part or all of one or more days from school during which the school attendance officer, principal, or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory school attendance law. If the parent/guardian does not notify the school during the morning on a day when his/her student is absent, it shall be assumed that the student is truant. Such truancy may be reclassified as an excused absence following investigation of the circumstances. The school shall notify the parent/guardian or designated adult of truancy as soon as possible, but no later than the end of the school day after making such a determination. The notice may be made by personal service, mail, or telephone call of which a written record is kept. The principal may notify the Executive Director of School Leadership of names of students absent without cause. The Executive Director of School Leadership will

determine the follow-up. In those instances where the building principal/designee determines that court proceedings may be necessary because of violations of Wisconsin Statutes governing attendance, the Executive Director of School Leadership/designee will ascertain that during the school year in which the truancy occurred appropriate District personnel have taken the above actions.

5. **Habitual Truancy:** A student is considered a habitual truant if she/he is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester. Students found to be habitually truant may be issued a municipal citation in accordance with local-municipal ordinances. The principal/attendance office/designee will ensure that District personnel have taken appropriate actions.

6. **Tardiness - Tardy to School:** The principal/designee will decide if the reason for being tardy is valid. If the reason is judged to be invalid, appropriate remedial action will be taken. After repeated offenses the student's parent/guardian will be notified by phone and/or in writing to alert them to the problem. The student and the parent/guardian share the responsibility for preventing student tardiness. **Tardy to Class:** The teacher will determine the validity of the reason for the delay to class. If the reason is judged to be invalid, the teacher will admit the student to class and take remedial action to prevent the tardiness in the future, i.e., conference with student, detention after school, phone call to parent/guardian, etc. Should these techniques fail to solve the problem, the student may be sent to the office with a written referral form, and the principal/designee will take appropriate remedial action.