

STUDENTSAttendance and TruancyAttendance Required:

All children between the ages of 6 and 18 years of age, except as provided by law* and the policies herein, shall attend school regularly during the full period and hours that school 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. Truancy shall be defined as any absence of part or all of one or more days from school during which the District has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil.

Tardiness is considered truancy on the part of the child, and will be brought to the attention of the child's parent or guardian. Tardiness is defined as being late to class or absent from class without permission. If it appears that the child is negligent, appropriate action will be taken.

Students who are not currently enrolled in a diploma-granting public or private school who wish to enroll in the high school must submit a copy of the most recent transcript or a detailed description of the course of study.

The building principal will evaluate the records of these students and determine the student credit requirements in relation to the district's graduation requirements.

Returning students may not receive credit if they do not begin school within three weeks of the start of a semester.

*Liability:

Whoever violates the Wisconsin School Attendance Law may be fined not more than \$500 or imprisoned not more than 30 days or both. In a prosecution under this law, if the defendant proves that he or she is unable to comply with the law because of the disobedience of the child, the action shall be dismissed, and the child shall be proceeded against under Ch. 48. Courts may take other action designed to ensure school attendance.

Legal Excuse Required:

The principal has the responsibilities of attendance officer for his/her school building.

- a. Bona fide religious holiday with three school days notice.
- b. A showing that the child is not in the proper physical or mental condition to attend school or an educational program. The District may request the parent or guardian of the child to obtain a written statement from a physician, mental health practitioner, licensed chiropractor, or Christian Science practitioner as proof of the physical and mental condition of the child. Such excuse shall be in writing, shall state the period of time for which it is valid and shall not exceed thirty (30) days.
- c. Non-emergency medical appointments with three school days notice.
- d. At the discretion of family when a death occurs.
- e. An illness in the immediate family that requires the attendance of the student only during the period of time in which such attendance is required.
- f. A court appearance or other legal procedure that requires the attendance of the student with 3 school days notice.
- g. A quarantine as imposed by the public health officer.
- h. Transportation delay beyond the control of the student.
- i. Inclement weather in situations when schools are not closed.
- j. Other emergencies which prevent attendance which are generally defined as an Act of God or other circumstances beyond the control of the student which prevents school attendance, in the discretion of the Superintendent.
- k. A bona fide suspension/expulsion pursuant to section 120.13, Wis. Stats.
- l. Personal illness of less than five days per semester will not require a doctor's excuse, but any absence beyond five days due to illness may require a statement from a doctor certifying that the student was ill. Absences for which a written statement by a physician or other authority as listed in s.118.15(3)(a) is required but not presented will become unexcused.
- m. Other good cause as shown in advance to the principal including factors listed in Policy 5113.2.

Procedures to Enforce Attendance Policy:

The principal or designee shall enforce school district attendance policies via the following means:

- a. Not later than the end of the second day after receiving a report of unexcused absence, notify the parent or guardian by personal contact, mail or telephone call of which a written record is kept. A written notice describing the truancy citation procedure will be mailed to the parents or guardian. The letter will include enclosures of the Village of Weston Ordinance for Truancy Citations and school board policy. The parent or guardian shall be notified that the child is to return to school no later than the next day or an acceptable excuse is necessary. The letter marked Exhibit A may serve as documentation that this step has been completed.
- b. In the event of further truancy, meet or attempt to meet with the child's parent or guardian to discuss the child's truancy within four days of the unexcused absence. Parents shall be given notice that will include enclosures describing the truancy citation procedure, the name of the school personnel with whom the parent or 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. When appropriate, a truancy citation may result in a fine for the second unexcused absence. Letter B in the exhibits to this policy may be used to document this step.
- c. In the event of a third unexcused absence, a second citation will be issued to the parent. The second citation may result in the municipality increasing the fine.
- d. When appropriate, a third citation may be issued to the parents. Within five school days of the unexcused absence, provide an opportunity for educational counseling to the child to determine whether a change in curriculum would resolve the child's truancy; or have considered curriculum modification provided for by law. Evaluation of the child will determine whether learning problems may be the cause of the truancy, and, if so, placement of the child in an appropriate district program to overcome these learning problems will be undertaken. An evaluation will be conducted to determine whether social problems may be the cause of the child's delinquency at this stage.
- e. If a student has more than five (5) days of unexcused attendance, the police liaison officer for the school district will write out a truancy citation. Parents will receive a copy of the citation. The student must appear in court on the day and time stated on the "Truancy Citation." If the student does not come to court, a *capias* (warrant) will be issued for the student's arrest.

The judge will review the school's attendance records. If the judge finds that the student has missed five or more days of school, the judge can order any of the following:

- Attend school without any unexcused absences.
- Attend the "Discovery Program" which is designed to help students make good choices about themselves and school.
- Anything else which might individually help the student with school attendance, such as a curfew or loss of work permit.
- Loss of driver's license for up to one year.
- Forfeiture up to \$500.00.
- Participate in counseling of community service.
- Stay at Secure Detention (currently cost is \$130.00 per night billed to parent or guardian) or electronic monitoring.
- Reappear in court in 30 days.

School district officials will continue to monitor and report the information to court officials.

Penalties:

The District will not deny pupil credit in a course or subject solely because of a pupil's unexcused absences. However, the school board authorizes the Administration to take action to enhance the full attendance requirement and to determine appropriate action to serve as a deterrent to students who continue to be habitually truant.

Legal Reference: Wisconsin State Statutes
 118.15
 118.16
 48.01 ex sec (Juvenile Code)

(This policy will be distributed to all teachers and students at the beginning of each school year.)

Rule Adopted: 5/25/82
 Rule Revised: 7/28/08
 KAG:ems

SCHOOL BOARD
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