

STUDENT ATTENDANCE ADMINISTRATIVE PROCEDURES

A. Responsibility for Attendance

All students are required to be in their scheduled class or study hall each period. Regular school attendance is the responsibility of the student and his/her parent(s)/guardian(s).

B. Excused Absences

1. The school attendance officer shall determine if an absence is excused.
2. The following reasons for an absence are considered justified:
 - a. A student is excused from school attendance if his/her parent/guardian submits a written excuse to the school prior to the student's absence from school. A student may be excused under this provision for not more than 10 days in the school year.
 - b. Illness on the part of the student. An excuse from a physician may be requested as necessary by the school attendance officer
 - c. Serious illness or death in the immediate family
 - d. Medical or dental appointments
 - e. Special circumstances (e.g. college visitations, family vacations) provided written parental permission for the absence is given in advance
 - f. Emergency situations within the family
3. In order for a parent/guardian to request an absence which was not approved in advance to be considered, parents/guardians are required to:
 - a. Call the school office the morning of the absence; and / or
 - b. Provide a written explanation of the absence at the time the student returns to school upon request.

c. Meet the criteria outlined in one (1) and three (3).

4. Students are required to make up all work, including examinations, missed during an excused absence. Failure to do so shall result in a recorded numerical grade of zero. Students shall be allowed two days for each day they were absent to make up work including examinations.
5. Parents/guardians should contact the guidance office if a student is able to study but not able to return to school for more than three (3) days. Arrangements will be made to pick up assignments at the school office.

C. Unexcused Absences

1. The school attendance officer shall determine if an absence is not excused.
2. Absences for any reason other than those outlined above shall be considered unexcused even though the absences are approved by the student's parent/guardian. Examples of unexcused absences are absences to go shopping or attend hair appointments or oversleeping
3. Students shall be assigned zeros for work missed during an unexcused absence in accordance with State Statutes. In addition, other disciplinary consequences may be administered.
4. Chronic unexcused absenteeism shall result in the following:

Minimum Action:	Student conference and parent/guardian contact
Alternate Action:	Detention, suspension or referral to the county Social Services Department
Maximum Action:	Expulsion

D. Suspensions

1. Suspension from school will be considered an excused absence. During a suspension period, a student will not be given credit for missed work, unless doing so would cause the average student to fail. Students

suspended from school may make up quarter, semester or grading period tests which were missed.

E. Truancy

The attendance officer may attempt to resolve truancy issues before implementing this policy.

1. "Truancy" means any absence of part or all of one or more school days during which the school attendance officer, building principal or teacher has not been notified of the legal cause of such absence by the parent/guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law.
2. The school attendance officer, or designee, shall notify the parent/guardian of a child who has been truant of the child's truancy and direct the parent/guardian to return the child to school no later than the next day on which school is in session or to provide an excuse. The notice under this paragraph must be given before the end of the second school day after receiving a report of an unexcused absence and may be made by personal contact, mail or telephone call of which a written record is kept, except that a telephone call shall be attempted before notice by mail may be given.

In addition, the school attendance officer, or designee, shall meet with the student.

3. A truancy notice shall be sent to the parent/guardian of a student who is truant for one full or partial school day or truant for the equivalent of one full school day. (431-Exhibit (1) or 431-Exhibit (3) if the student is an habitual truant). The student's parent/guardian shall also be contacted (face-to-face or by telephone) and a guidance counselor or other appropriate personnel shall become involved. The student may be referred to the Truancy Committee.
4. A truancy notice shall be sent to the parent/guardian of a student who is truant for three full school days or truant for the equivalent of three full school days. (431-Exhibit (2) or 431-Exhibit (3) if the student is a habitual truant). A letter from the district attorney's office shall be attached to the letter. A mandatory face-to-face

conference with the parent/guardian, student and appropriate school personnel shall be held.

5. A truancy notice shall be sent to a student's parent/guardian when the student initially becomes an "habitual truant" as defined by state statute. (431-Exhibit (3)) "Habitual truant" means a student who is absent from school without an acceptable excuse for five or more days on which school is held during a school semester. Along with this notice, an AJ102 form shall be filed with the La Crosse County Human Services or the municipal court system.
6. During truancy procedures and prior to form AJ102 being filed, school personnel shall:
 - a. Meet with or attempt to meet with the child's parent/guardian to discuss the child's truancy;
 - b. Provide opportunities for educational counseling to determine whether a change in the child's curriculum would resolve the child's truancy and consider curriculum modifications;
 - c. Evaluate the child to determine whether learning problems may be a cause of the child's truancy and, if so, take steps to overcome the learning problems; and
 - d. Conduct an evaluation to determine whether social problems may be a cause of the child's truancy and, if so, take appropriate actions or made appropriate referrals.
7. All truancy notices shall contain a copy of section 118.15 of the state statutes.
8. All notices sent by mail shall be sent by registered or certified mail.

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