

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 431 - ATTENDANCE

- A. Any person having under his/her control a child between the ages of 5 and 18 years, shall cause such child to attend school regularly to the end of the school term, semester, or other division of the school year in which he/she attains the age of 18 years unless the child has a legal excuse. Attendance is required during the full period and hours of each day, religious holidays excepted, that the public or private school in which such child enrolled is in session.
- B. A student is considered **TARDY** if he/she arrives up to 10 minutes late to class without a pass from another staff member. Any time a student is more than 10 minutes late to class, it is considered a truancy.
- C. Categories/procedures of absences:
1. Excused absences:
 - a. Illness.
 - (1) Generally a note, electronic communication, or phone call from the parents explaining the reason for the absence will be accepted.
 - (2) The student is to report to the respective school office if returning to school mid-day. The respective office will issue an admit to class.
 - (3) Students should make arrangements with the teachers to make up any work missed.
 - (4) Teachers will assist students with any make-up work or exams missed.
 - b. Family emergency [see Section B, 1, a, (1) through (4) for procedure].
 - c. Planned absences – A student may be excused under this provision of state law for no more than 10 days in a school year. If a student knows in advance about an absence from school for such things as family vacations, hunting, school trips, etc. (anything that will take the student out of school), the following is to be followed:

- (1) As far in advance as possible, the student is to bring a note from parents explaining the absence.
 - (2) The student will receive a planned absence form from the office that must be signed by each of the student's teachers and returned to the office.
 - (3) The teacher and student will agree in advance upon arrangements to make up work that will be missed. In order to provide work in advance of planned absences, notification of at least one week is required.
 - (4) These absences will be counted as excused provided the student follows the above procedure.
- d. Authorized to attend an alternative educational program or participate in another program or curriculum modification.
- e. Suspension – Serious behavioral problems such as fighting, smoking, drinking, drugs, etc. or continuous refusal to follow school rules.
- (1) Students must report to the school office for an admit to class upon returning to school. The admit will be marked excused.
 - (2) Students will not be denied the right to make up missed quizzes, examinations, major projects, etc., for credit. There will be no automatic reduction, however, arrangements should be made for any work missed. No student will be deprived of an opportunity to receive feedback from the teacher because of his/her suspension.
2. Unexcused absences:
- a. Absences (even with parent permission) for reasons other than illness or family emergency or pre-planned.
 - b. Any absence from school for which a doctor's excuse, required by the administration, has not been provided.
 - c. The student should make arrangements with the teacher to make up any work missed.
3. Truancy:
- a. Any absence of part or all of a school day for which there is no legal cause.

- b. Intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law in accordance with Wis. Stats. Sec. 118.15.
 - c. Students will not be denied the right to make up missed examinations or major projects for credit.
 - 4. Habitual truancy. A student is considered a "habitual truant" if he/she is absent from school without an acceptable excuse for part or all of five or more days in which school is held during a semester.
 - a. Corrective procedures – In the case of truancy or excessive absences, the following steps may be taken as part of the district's truancy plan.
 - (1) Re-evaluate the student's course of study.
 - (2) Counselor-student conference.
 - (3) Detention.
 - (4) Parent conference.
 - (5) Referral to an outside counseling agency (psychologist/social worker).
 - (6) Referral to proper authorities for possible truancy penalties under the state and municipal laws.
- D. This policy does not apply to any child who is not in proper physical or mental condition to attend school (the documentation of a licensed physician will be sufficient proof that a child is unable to attend school) nor to any child excepted for good cause by the school district in which the child resides, except that in the case of high school attendance, if the district in which the child resides does not operate a high school, nor to any child who has completed the full year high school course.
- E. Instruction during the required period elsewhere than at school may be substituted for school attendance. Such instruction must be approved by the State Superintendent as substantially equivalent to private schools where the child resides.

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CROSS-REFERENCE: 431 Attendance

LEGAL REFERENCE: 118.15 Wisconsin Statutes