

Policy #: 431

SCHOOL DISTRICT OF WEBSTER

Date Adopted: May 17, 2011

Date Revised: July 17, 2023

Policy Title: Compulsory Student Attendance

BOARD POLICIES OF PUPIL ATTENDANCE

1. Attendance Required:

All children between the ages of 5 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 year, term, 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/guardian of the absent pupil.

2. Legal Excuse Required:

The building Principal is empowered to approve legal excuse to any pupil for the following reasons:

- Dentist/Orthodontist/Doctor/Counseling Appointments/Court Dates
- Family Emergencies (funerals, hospitalization)
- Religious Observances
- Pre-approved family trips
- All other allowed absences as stated in the Wisconsin State Statute 118.15

Any absences that do not fit in the above categories will be considered unexcused absences.

To approve an absence, contact must be made with the building secretary via notes, phone calls or emails within one day of the absence.

Partial Absences:

- Students missing more than five (5) minutes of class, are considered absent for that period.
- A tardy is defined as missing five (5) minutes or less of class.
- When a parent signs a student out before the closing bell, it is considered an early departure.
- Each group of three (3) tardies or early departures counts as an unexcused absence.

Homework/assignments must be compiled previous to any pre arranged absence.

Excused absences via email, phone call, or written permission, must be received by the attendance secretary within one day of the student's return to school. Any absence

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where the school does not receive communication from the parent/guardian regarding the absence will be considered unexcused.

3. Exemption from Compulsory School Attendance:

Upon the child's request and with the written approval of the child's parent or guardian, any child who is 18 years of age or over shall be excused by the School Board from school attendance. A child who is excused from school attendance under this paragraph shall be informed by the School Board of his or her right to be readmitted to school upon request. The School Board may specify when the child will be excused or readmitted after being excused from school attendance. Students who are 18 years of age or older still require parent/guardian excuses in order to be considered for excused absence.

4. Truancy Procedure:

Wisconsin compulsory attendance law states that all students age 6-17 are considered truant if they are absent from school for all/part of a day without an acceptable excuse. Habitual truancy is defined as being absent without an acceptable excuse for all or part of five (5) or more days in a semester.

- After three (3) days of unexcused absences, a notification letter will be sent to the parent/guardian.
- After ten (10) absences (excused and/or unexcused), a notification letter will be sent to the parent/guardian informing them that all future absences will be unexcused unless they meet the following legal requirements:
 - The absence is documented by a written medical excuse provided by a licensed medical practitioner, dentist, or orthodontist. A medical excuse on file with the school may cover chronic and recurring illness.
 - The absence is documented by a written excuse provided by a licensed counselor.
 - A written legal excuse provided by an attorney or other legal practitioner who requires the student's presence for legal purposes. The absence will only excuse the time required for travel and appearance.
 - The absence is related to a hospitalization, death, or funeral in the immediate family or for a close relative.
 - The absence is related to religious observance.
- All absences after a total of ten (10) that do not meet the legal requirements above may be considered unexcused.

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- Upon the fifth unexcused absence, a referral will be made to the Municipal/Tribal Court.

The principal, who serves as the truancy officer, may use discretion for extenuating circumstances.

5. Attendance Procedures:

In the event a child is sick or kept home according to guidelines set forth in section 3, parents should contact the school before 9 a.m. and report the reason for the absence. They should also send a note with their son/daughter upon returning to school. For record-keeping purposes, parental contact must be received within ONE (1) DAY of the absence for the absence to be considered excused.

Attendance in all classes is expected and no warnings will be given to students for missing a period. Students who leave the school grounds without permission from the office may be given extra discipline beyond truancy procedures.

A student may be placed on “Doctor’s Excuse Only” if they miss an excessive amount of school, not including school related trips, medical appointments, and doctor verified chronic medical conditions.

Students will not be allowed to attend co-curricular events on days they are absent or suspended in school or out-of-school unless prearranged with the Principal.

Students of junior or senior status are allowed a maximum of two (2) days per year for post secondary school or visits. These must be approved by the high school counselor and principal. Appropriate documentation must be provided to the school two (2) days prior to the visit.

7. 6. Senior Attendance Policy:

Students of senior status must attend school at least 85% of the school year in order to be eligible to participate in the graduation ceremony. Under this policy, eight (8) periods equal a full day, and eight (8) tardies equal a full day. The principal may use discretion if a senior student were to miss more than 15% of the school year for extenuating circumstances.

LEGAL REFERENCE:

WISCONSIN STATUTES

- [Section 118.13](#) [student nondiscrimination]
- [Section 118.14\(1\)](#) [entrance age for first grade]
- [Section 118.15\(1\)](#) [compulsory school attendance]