

Policies of the Board of Education

Section I Students

ATTENDANCE

900.7

Except as otherwise provided by law, any child between the ages of six and eighteen in the Lake Country School District is subject to the Compulsory School Attendance law and shall attend school every day unless he or she has been excused.

Moreover, unless the pupil has received an approved program modification pursuant to section 118.15(1)(d), or is otherwise excused, a pupil enrolled in 5-year-old kindergarten must attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Pupils may be excused from these requirements if one of the following exceptions apply:

1. A pupil is temporarily not in proper physical or mental condition to attend school, but who can be expected to return to school upon the termination or abatement of the illness or condition. For a pupil excused under this provision, the district attendance officer may request that the pupil's parent or guardian turn in a written statement from the pupil's physician as sufficient proof of the pupil's condition. Such an excuse must be in writing and state the time period for which it is valid, not to exceed 30 days.
2. A pupil's immediate family member has a serious illness;
3. A pupil's immediate family member has died (absences should not exceed one week);
4. A pupil must be absent to observe a special and recognized holiday of his or her religious faith. The school attendance officer may request that the parent or guardian provide written evidence from church authorities or doctrine to verify the required religious observances.
5. A pupil's parent or guardian has provided the school attendance officer advanced notice in writing that the pupil will be absent. Pupils excused under this section shall complete any course work missed during the absence. The Board and its designees shall not excuse a pupil for more than 10 days per school year under this section.

District teachers must submit to the school attendance officer daily attendance reports on all pupils under their charge. Compulsory attendance shall be enforced pursuant to the district's truancy policy, 900.18.

The school principal shall be responsible for enforcing school attendance and shall have authority to perform duties of “school attendance officer” as described in Wisconsin Statutes.

Pupils granted excused absences pursuant to this policy shall be allowed to make up any school work that they missed. Pupils granted unexcused absences pursuant to this policy shall be allowed to make work up in a timely fashion after they return to school. Grade level discretion is granted to alter grades depending on the severity of the absences.

Parents who have deemed truancy students, may make a request for an educational modification. If a request for modification is denied, parents may seek school board review and, if requested the board must provide a written decision.

The responsibilities of the attendance officer are more clearly outlined and include:

- a) Daily determinations of absences and whether excused.
- b) Annual report to state superintendent regarding total number of absences in school district.
- c) Notification of parents (re: truancy) no later than the end of the next day in which school is in session. Notice may be by personal service, mail, email or telephone call of which a written record is kept.
- d) Access to information regarding attendance in either public or private schools within the district.
- e) May initiate proceedings against the child and/or parent in response to truancy.

The School Board is required to establish a written attendance policy and provide each student with a copy of the established policy. A copy must be on file in each school in the district.

Legal References: §§ 118.15; 118.115; 118.162; 118.163; 118.165, Wis. Stats.

Policy References: 900.3, 900.5, 900.6, 900.9, 900.10, 900.18

Adopted by School Board January 25, 1993

Revised by School Board December 14, 2012