

STUDENT ATTENDANCE PROCEDURES

BARABOO SCHOOL BOARD POLICY

431-Rule

ATTENDANCE PROCEDURES:

1. A copy of the school district's attendance policy shall be put in student handbooks at the beginning of each school year. A contact person shall be listed to answer any questions dealing with the school district's attendance policy.
2. New students and transfer students shall be given a copy of the attendance policy when they start school as part of the student handbook. This policy shall also be explained to them by the attendance officer or his/her designee.
3. The attendance policies for the district shall be reviewed with the students at the beginning of each year as part of an orientation, group assembly, class meeting or other small or large group meeting.
4. If a student is absent, for more than ten (10) days in a year, the school attendance officer may notify the parent, guardian or legal custodian of the student that any further absences must be validated with a professional note signed by a licensed physician or other licensed medical or health professional, a licensed mental health provider, a police officer, social worker, probation officer, lawyer or judge, or Christian Science Practitioner living and residing in this state, who is listed in the Christian Science Journal, in order to be considered excused. An excuse under this paragraph shall be in writing and shall state the time period for which it is valid, not to exceed 30 days.
5. Building administrators shall determine the process for notification of student absences.

DEFINITIONS:

Excused Absence

1. Temporarily not in proper physical or mental condition to attend a school program.
2. Serious illness in the immediate family.
3. Death in the immediate family and/or a funeral for an immediate family member.
4. Medical, dental, chiropractic, optometrical or other pre-approved professional appointments, which should not exceed one-half day if at all possible. Parent/guardian is requested to make their appointments during non-school hours, if at all possible.
5. Religious holidays.
6. Family trips that can be taken only during the normal school term. The intent of this statement is to provide opportunity for students to accompany their parent/guardian on a vacation that cannot be scheduled when school is not in session. A parent/guardian shall be required to notify the principal or designee one week prior to leaving on vacation of the pending absence for the purpose of reviewing the student's attendance record and overall performance record. Family trips that receive prior approval will not count toward the professional note requirement. Student vacations or trips without parent/guardian accompaniment are not excused absences.
7. A court appearance or other legal procedure that requires the attendance of the student.

8. Quarantine as imposed by a public health officer.
9. Attendance at special events of educational value as approved by the principal or designee (i.e. college visits, military tests).
10. Special circumstances that show good cause and are approved in advance by the principal or his/her designee.
11. When excused in writing by his/her parent or guardian before an absence, not to exceed ten (10) days in the school year. Any student who is absent and excused under this provision shall be required to complete any coursework missed during the absence.
12. Out-of-school suspension.
13. Serving as an election official under Wisconsin Statutes 7.30(2)(am), as appointed by a municipal clerk or the board of election commissioners of the municipality, if also excused by both the student's parent or guardian and by the principal of the school that the child attends. A principal may not excuse a child under this paragraph unless the child has at least a 3.0 grade point average or the equivalent.

Tuant

1. A student who is absent without an acceptable excuse for all or part of one or more days during which school is held.

Habitual Tuant

1. A student who is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester or trimester.

Missed School Work

1. The District believes completing work missed during an absence, whether excused or unexcused, is paramount to student learning. Therefore, schools will abide by the grading guidelines as set forth by the district.

Attendance Office/Officer

1. A Building Administrator shall be designated by the school board as the formal attendance officer for each school in the district.
2. The school attendance officer and/or his or her designee shall record and keep records of excused and unexcused absences.
3. The school attendance officer shall make the notifications, as required by law, in the event a student is truant.

TRUANCY PROCEDURE:

1. The school attendance officer shall, except as provided under §118.16(2) (cg) and (cr), notify the parent or guardian of a child who has an unexcused absence of the child's truancy and direct the parent or guardian to return the child to school no later than the next day on which school is in session or to provide an excuse under §118.15. The notice shall be given before the end of the second school day after receiving a report of an unexcused absence. The notice may be made by personal contact, mail or telephone call of which a written record is kept, except that notice by personal contact or telephone call shall be attempted before notice by mail may be given.

2. The parent or guardian has three days after the date of the absence to provide an acceptable excuse. If no acceptable excuse is received, the school will mark the absence as unexcused.
3. Any assigned consequences for the first two unexcused absences will be determined by the attendance officer or his/her designee.
4. After the third unexcused absence, the attendance officer or his/her designee may refer the student to a school resource officer for a truancy citation.

HABITUAL TRUANCY PROCEDURE:

1. If a student misses part or all of five (5) or more days without an acceptable excuse in a school semester or trimester, the student is “habitually truant” and a truancy referral may be made by the school against the student under §118.16(5) to the Baraboo Police Department, Department of Human Services, juvenile court intake worker, or municipal court.
2. The school shall notify the parent or guardian of a child who is a habitual truant, through personal contact, first class mail, or telephone call, of which a written record is kept. Personal contact or telephone call must be attempted before notice by first class mail is given. The school may notify the parent or guardian of a student who is habitually truant by first class mail, in addition to providing notice by registered or certified mail. The school attendance officer may also simultaneously notify the parent or guardian of the habitually truant student by an electronic communication. Notices shall include all of the following:
 - a. A statement of a parent’s or guardian’s responsibility, under §118.15(1)(a), to cause the child to attend school regularly.
 - b. A statement that the parent, guardian or child may request program or curriculum modifications for the child under §118.15(1)(d) and that the child may be eligible for enrollment in a program for children at risk under §118.15(3).
 - c. A request that the parent or guardian meet with appropriate school personnel to discuss the child’s truancy. The notice shall include 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. The date for the meeting shall be within five (5) school days after the date the notice is sent, except that with the consent of the child’s parent or guardian the date for the meeting may be extended for an additional five (5) school days.
 - d. A statement of the penalties, under §118.15(5), that may be imposed on the parent or guardian if he or she fails to cause the child to attend school regularly as required under §118.15(1)(a).
3. If the meeting between the parent or guardian and school personnel is not held within ten (10) school days after the notice is sent, the school will provide an opportunity for educational counseling to the juvenile to determine whether a change in the juvenile’s curriculum would resolve the juvenile’s truancy and have considered curriculum modifications under § 118.15(1)(d) and §118.16(5)(b). Including, but not limited to:
 - a. Modification within the juvenile’s current academic program;

- b. A school work training or work study program; or
- c. Enrollment in an alternative public school located in the school district.

If the student is unable to be educationally counseled due to being truant, this step can be skipped, but the attempt must still be documented.

4. The school may also evaluate the student to determine whether or not learning and/or social problems may be a cause of the student's truancy, and if so, takes appropriate steps to overcome the learning and/or social problems and/or make appropriate referrals. Evaluation is not necessary if tests administered within the last year indicate the student is performing at grade level. The school will document the date, time, and participants of the evaluation. If the student is not able to be evaluated due to truancy, this step can be skipped but the attempt will still be documented.

The District will notify parents or legal guardians if their 5-year old 5K student is absent without an acceptable or legal excuse following the same procedures as other students for truancy and habitual truancy.

If a student misses part or all of five or more days without an acceptable excuse within a semester or trimester, the student is "habitually truant" and truancy proceedings may be started by the school under §188.16(6). Prior to referring the matter to the Baraboo Police Department, Department of Human Services, juvenile, municipal, or teen court under §938.13(6), 118(16(6), or 118.163(1m), or against the juvenile's parent or guardian under §118.15, the school attendance officer shall provide evidence that appropriate school personnel in the school or school district in which the juvenile is enrolled have completed steps 2 through 4 as cited above within the school year during which the truancy occurred.

Upon completion of steps 2 through 4 above, a habitual truancy referral may be made by the school against the student under §188.16(5) to the Baraboo Police Department, Department of Human Services, juvenile court intake worker, or municipal court, using the City of Baraboo Habitual Truancy worksheet.

Termination of Open Enrollment Procedure:

1. The same standards for finding a pupil to be habitually truant shall be used for resident students and open enrolled students. A student who is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester or trimester is considered habitually truant. The nonresident school district may notify the parent of a habitual truant, that the student may not attend the nonresident school district in the following semester or school year through open enrollment; thus revoking the student's open enrollment status.
2. In addition to any notices required in the district's truancy policy, open enrolled students and their parents shall also be notified of the following at the beginning of their open enrollment period:

- a. The Board's truancy policy.
- b. The open enrollment consequences of habitual truancy.
- c. A clear explanation of what constitutes truancy.
- d. A description of the notifications that a parent or guardian can expect to receive when a student is absent and/or truant.

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