

School District of Florence County
Policy JED - Administrative Rule
Student Attendance

1. School Attendance Officer

- a. The principal or designee shall serve as the school attendance officer for each school in the district. The school attendance officer shall deal with all matters relating to school attendance and truancy.

2. Student Absences and Excuses

- a. The responsibility for regular school attendance for a student rests upon the student's parent(s) or guardians(s).
- b. **DAILY EXCUSED ABSENCES** – All daily excused absences require parent/guardian/legal custodian verification which is to be submitted to the school attendance officer or designee on the day of the absence via correspondence in person, electronically or via phone unless the absence has received prior approval of the school attendance officer or designee. If the parent/guardian/legal custodian does not notify the school of their child's absence, they have 24 hours to reply to the school attendance officer from the time of initial contact from the school.

PRE-PLANS - Anticipated absences for three (3) or more consecutive days shall require students to bring a note from their parent or guardian and obtain a pre-plan form in the office. This form shall be completed and returned to the office three (3) days prior to the scheduled absence. All assignments are the responsibility of the student. Any students not handing in the completed pre-plan may be marked unexcused for that day.

A student's academic progress may be taken into consideration prior to an absence being approved as pre-excused. The recommendations of the classroom teacher(s) will be given the highest of consideration by the building principal. Previous attendance history and "on-track readiness" will be factors in this decision. The parent's right to pre-excuse his or her child's absence in writing for any reason for up to ten (10) days in a school year will also be taken into consideration.

The school attendance officer is empowered to approve a legal excuse to any student beyond five (5) days in a semester or ten (10) days in a school year for the following reasons:

- (1) Evidence that the student is not in proper physical or mental condition to attend school or an educational program. The district may request the parent / guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuse shall be made in writing, shall state the period of time for which it is valid, and shall not exceed thirty (30) school days.
- (2) An emergency in the family or other crisis which requires the absence of the student because of family responsibilities.
- (3) Medical, dental, chiropractic, optometry or other valid professional appointment. Parents or guardians are requested to make the appointments during non-school hours. Verification of appointment needs to be given. (i.e. doctor's note, appointment card)
- (4) A death in the immediate family funerals for relatives or close friends.
- (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(s)/guardian on a vacation which cannot be scheduled when school is not in session. A parent/guardian and student shall be required to complete a pre-plan absence form three (3) days prior to leaving on vacation of the pending absence for the purpose of reviewing the student's attendance record and overall performance record. Student vacations or trips without parent / guardian accompaniment are not excused absences without specific prior approval of the school attendance officer.
- (7) A court appearance or other legal procedure which requires the attendance of the student.
- (8) A quarantine as imposed by a public health officer.
- (9) Attendance at special events of educational value as approved by the school attendance officer or designee.
- (10) Approved school activities during class time.
- (11) Special circumstances that show good cause which are approved by the school attendance officer or designee

- c. **EXCESSIVE ABSENCES** – Parents / guardians shall be notified in writing where students have accumulated three (3) absences, then again at five (5), eight (8) and ten (10) absences. After ten (10) absences parent guardian may be required to meet with building principal. This shall be done whether the absences are excused or unexcused, unless the student is under doctor's treatment and a written statement from a physician or licensed practitioner is on file.
- d. Parents will need to furnish a medical excuse for any excused absences beyond ten (10) days (building administrators are to use their discretion). If no excuse is provided the absence is unexcused.
- e. **TRUANCY/UNEXCUSED ABSENCES** – "Truancy" means any absence of part or all of one or more school days during which the school 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. Parents / guardians shall be notified when a student has an unexcused absence(s). Notices shall be made by personal contact, mail or telephone call of which a written record is kept. Notice by personal contact or telephone shall be attempted prior to notice by mail.

Consequences for unexcused absences shall be determined by the building principal.

- f. **HABITUAL TRUANCY** – "Habitual truant" means 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 semester.
Part of the day will be defined the first 30 minutes of instruction.

The parent / guardian of a student who is a habitual truant shall be notified by certified or registered mail when the student initially becomes a habitual truant. Proceedings may be brought against a parent / guardian in the form of a formal referral to the Florence County Department of Social Services, Florence County Sheriff's Department and citations in accordance to Wisconsin state statutes.

- g. **MAKE-UP ASSIGNMENTS / EXAMINATIONS** – All students with excused absences shall be given the opportunity to make up examinations and work missed as outlined in the student handbook.