

## STUDENT ATTENDANCE PROCEDURES

The School District of Beloit believes that regular school attendance is essential for the academic success of a student. The school district encourages a strong partnership between the home, school and community to ensure the regular attendance of all students. From this interest, a commitment has been developed to do whatever it can to realize this goal.

For State reporting purposes, "Part of Day" is defined as follows:

Beginning with the 2012-2013 school year, in grades K-5, students who are present for at least one hour prior to lunch or at least one hour after lunch will be reported present for one half day. Students present for at least one hour prior to lunch and present for at least one hour after lunch will be reported present for the entire school day.

Beginning with the 2012-2013 school year, in grades 6-12, students who are present for at least one class will be reported present for one half day. Students present for at least three (3) classes will be reported present for the entire school day.

Beginning the 2014-2015 school year in grades K-3, students who are present for at least one hour prior to lunch or at least one hour after lunch will be reported present for one half day. Students present for at least one hour prior to lunch and present for at least one hour after lunch will be reported present for the entire school day.

Beginning the 2014-2015 school year in grades 4-12, students who are present for at least one class will be reported present for one half day. Students present for at least three (3) classes will be reported present for the entire school day.

### A. Absence Reporting

1. An excuse from a parent/guardian is required for any student absence from school. For absences of more than three consecutive days or more than ten cumulative days a meeting with the school principal or designee and the school nurse may be required to develop a plan to help improve student attendance. Consultation with the student's physician, dentist, or other qualified professional, knowledgeable about the student's condition, may be required in order for the absences to be excused.
2. Acceptable Ways for Reporting an Absence:  
It is the responsibility of the parent/guardian to notify the school during the morning of the day that the student is absent. Acceptable means of notification include:
  - Phone call to school secretary or attendance line
  - Email to school secretary or attendance secretary
  - In-person notification
  - Written note
  - Written notification and follow up documentation from medical appointment, family funeral, etc.
3. Students of legal age and emancipated minors shall be responsible for providing absence excuses and school notification of such absences themselves.
4. Unusual or frequent absence by a student shall be reported to the building principal.
5. A record of attendance for each student will be kept in accordance with established District procedures. Each teacher will keep an accurate daily record of each student's attendance including tardiness.

6. The Superintendent, building principal, or designee have the authority to consider an excuse given outside of the acceptable reporting time period stated above.

## B. Types of Absences

1. Excused absences: A student's absence may be excused by the principal/designee for acceptable reasons such as personal illness, illness in the immediate family, or death of a family member or relative or for other legitimate health reasons.

A student will be considered excused if incarcerated temporarily. The parent/guardian or court services worker must notify the school of the reason for the absence and the exact dates of incarceration must be documented.

The Executive Director of Pupil Services/Principal is empowered to approve a legal excuse to any student for the following reasons:

- a. A showing that the student is temporarily not in the proper physical or mental condition to attend school or an education program.
    - The District may request the parent/guardian of the student to obtain a written statement from a physician or other qualified professional, licensed psychologist, licensed chiropractor, optometrist, or Christian Science practitioner as proof of the physical and mental condition of the child. (WI Statute 118.15(3)(a)).
    - Such excuse shall be in writing, shall state the period of time for which it is valid, and shall not exceed thirty (30) days. (WI Statute 118.15(3)(a)).
  - b. The School District of Beloit may require consultation with a physician or other qualified professional at any time that documentation of a physical or mental condition is needed to verify absence.
  - c. A student may have no more than 10 days of excused absences per year, except in extenuating circumstances. If a parent receives a notice that any future absences will require consultation with a qualified professional and if this is not obtained, the student will be considered truant.
  - d. Students with excused absences will be permitted to make up school work within the window of opportunity and receive full credit.
2. Prearranged Absences Prearranged absences may be approved in situations such as family, group, or individual activities which would be of significant benefit to the student and would warrant absence from school. A student may be excused for no more than ten (10) days each school year, as long as the parent request is received in writing prior to the absence. Principals will approve or deny the prearranged absence based on whether the educational and/or personal benefit to the student outweighs the loss of instructional time and the potential impact on the student's academic progress.

In emergencies where written request for prearranged absence is not feasible, direct contact should be made with principal/designee prior to the absence. . In such cases, a written statement should be provided following the absence in order for it to be considered excused.

Students who receive approval for a prearranged absence will be permitted to complete all school work for full credit and may arrange to do so either prior to or subsequent to the absence.

## 3. Absences- Special Circumstances

- a. Student Absence-Contagious Disease:
  - Students who have been absent because of the following communicable diseases shall notify the school nurse before readmission to school.

- These diseases include, but are not limited to, rubeola (red measles), parotitis (mumps), varicella (chicken pox), pertussis (whooping cough), rubella (German measles), and pandemic flu (H1N1) etc.
- b. Student Absence-During the School Day:
- No student shall leave his/her building while school is in session without permission from the building administration.
  - During periods of school attendance, principals shall release students only to parents/guardians/legal custodians or other persons who have been designated on the emergency card by the parent/guardian/legal custodian.
  - Any student on a shortened or modified day will carry a school pass that identifies the hours and days of expected attendance.
- c. Student Absence-Physical Education Long-Term Medical Excuses:
- A long-term medical excuse shall be defined as an excuse that will be in effect for two weeks or longer.
  - Students who have a medical reason to be OUT of physical education class for two weeks or longer shall obtain a written statement from their health care provider and bring it to the school nurse or designee. This statement should include the following:
    - The reason for the request
    - Period of time the student is to be excused
    - If participation is to be limited, the statement shall include the limitations the student requires and for what period of time those limitations are needed.
  - Students who bring the health care provider statement to another staff member shall be directed to the school nurse or designee who will keep the necessary health records.
  - At the secondary level, the school nurse or designee will direct students to physical education class with a copy of the health care provider's statement indicating the level of participation possible.
  - The secondary level physical education teacher will decide on appropriate alternative activities with no credit penalty (grade) during the excused period as long as the student complies with the direction from the physical education teacher. In some cases, an appropriate schedule change may be needed.
- d. Student Absence-School Related:
- Students may be excused from individual classes to participate in other school sponsored groups, activities, and events as approved by the school principal or designee.
  - Academic impact will be a priority consideration when scheduling opportunities and events that remove students from regular classroom instruction.
  - Disruptions to regular instruction will be kept to a minimum.
  - Students who miss class, due to an approved school related absence, will be permitted to complete all school work for full credit.
4. Truancy

“Truancy” means any absence of part or all of one or more days from school during which the principal has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil.

If the parent/guardian does not notify the school during the morning on the day when his/her student is absent, it shall be assumed that the student is truant. Such truancy may be reclassified as an excused absence following appropriate communication from the parent/guardian.

The school shall notify the parent/guardian or designated adult of truancy as soon as possible but no later than the end of the school day after making such a determination. The notice may be made by home visit, mail, email or telephone call of which a written record is kept.

Students who are found to be truant will be permitted to make up school work within the “Window of Opportunity” and receive full credit.

The School Principal/designee is responsible for tracking individual student and overall student truancy data and patterns over time and for developing an effective school wide plan to reduce truancy. Patterns will include individual classes, time of day and year, gender, ethnicity, and disability. Intervention Plans for truancy will be developed for students on an individual basis.

#### 5. Habitual Truancy

A student is considered a habitual truant if she/he 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 (WI State Statute 118.16(1)(a) and (c)). Students found to be habitually truant may be issued a municipal citation in accordance with local-municipal ordinances. The principal will ensure that school personnel have taken appropriate actions.

When a student has been absent for part or all of five (5) or more days of school, the parent/guardian will be notified in writing. The notification will request a meeting with the parent/guardian and the appropriate school personnel. The name of the person with whom they should meet, a date, and a time to meet and the location of where the meeting is to be held will be included in the letter. The meeting shall be held within five (5) days after the notice is sent except that with the consent of the child’s parent/guardian the meeting may be extended for an additional five (5) school days. (WI State Statute 118.16(2)(c)). If the meeting between the parent/guardian and the school personnel is not held within ten (10) school days after the notice is sent via certified mail, court proceedings may be initiated relating to the truancy without the required meeting.

#### 6. Tardiness

- a. Tardy to School: The principal/designee will decide if the reason for being tardy is valid. If the reason is judged to be invalid, appropriate preventative action will be taken in accordance with the Student Code of Conduct. The student and the parent/guardian share the responsibility for preventing student tardiness. A student may have no more than two (2) tardies per school year
- b. semester without the approval of the principal.
- c. Tardy to Class: The teacher or appropriate staff member will determine the validity of the reason for the delay to class. If the reason is judged to be invalid, the teacher will admit the student to class and take action to prevent the tardiness in the future, (i.e., conference with student, detention after or during school, phone call to parent/guardian, etc.) Should these techniques fail to solve the problem, the student may be referred to the office with a written referral form, and the principal/designee will take appropriate action in accordance with the Student Code of Conduct.

- d. The School Principal/designee is responsible for tracking individual student and overall student tardiness data and patterns over time and for developing an effective school wide plan to reduce tardiness to school and to class. Patterns will include time of year, gender, ethnicity and disability. Intervention Plans for excessive tardiness will be developed for students on an individual basis.
- e. Truant Tardy: Five(5) unexcused tardies will be equivalent to a “part of day” as defined in habitual truancy in Section 5 of this policy.

#### 7. Student Suspension

A suspended student shall not be denied the opportunity to take any quarterly, semester, or grading period examinations or to complete course work missed during the suspension period.

- For students who receive an in-school suspension, classroom work will be assigned by the student's teachers to be completed during in-school suspension. Full credit will be given for work completed. Students failing to complete assigned work may have their in-school suspension time extended or changed to an out of school suspension.
- Following an out-of-school-suspension a student will have the responsibility, within the window of opportunity, to contact the teacher and make arrangements to develop a teacher approved plan for making up, for full credit, any missed work, learning activities, or any quizzes or examinations.

#### 8. Student Expulsion

A student who has been expelled, and who has not been enrolled in a district alternative education program for expelled students, shall not be given the opportunity to take any quarterly, semester, or grading period examination or to complete coursework missed during the period of expulsion. A student who has been expelled from the school district is still required to attend school as required by the state compulsory attendance laws. Alternative options that are available to the student, outside of those provided by the school district include enrollment in a private school, correspondence school, technical college, or home-based private educational program. Enrollment in these alternative options are the legal and financial responsibility of the parent.

A student, who has been expelled, may be eligible to apply for a district alternative education program for expelled students based on his/her order of expulsion. Students accepted to a district alternative program have the opportunity to gain credits and move forward academically during their period of expulsion. Students involved in district alternative programs for expelled students must follow the district code of conduct and must make adequate academic progress in order to remain eligible for this opportunity.

#### 9. Eighteen Year Old Students

When a student attains the age of eighteen (18), the rights accorded to parents transfer from the parent to the student. Students are no longer required by law to attend school and may leave school at the end of the school term, quarter or semester, during which the student turns 18 years of age. However, all students who choose to continue in school must follow all attendance policies. All written and verbal communication regarding attendance policy violations will continue to include parents unless the adult student specifically requests their exclusion in writing to the Principal.

### C. Truancy Prevention and Intervention

The process of education requires continuity of instruction, class participation and study. Frequent absences from classes disrupt the instructional process. Success in school is dependent upon good attendance. School attendance is the responsibility of a parent or legal guardian. Therefore, the district shall make every effort to encourage regular attendance for all students and to help parents in their responsibility to have their children attend school.

#### 1. Prevention and Intervention

Prevention and Intervention Programs have been established to encourage good attendance and to make every effort to increase attendance before legal proceedings become necessary. The school shall make and document efforts to resolve a student's attendance problems and shall include, as applicable:

- Counseling of the minor by members of the Student Services team. These members include the School Social Worker, School Counselors, Nurse, or School Psychologist.
- Creating an attendance, achievement, and/or incentive plan for the student to help increase school attendance.
- Making any necessary adjustment to the curriculum and class schedule to meet special needs of the student.
- Working closely with the student and parent in the decision and review process.
- Closely monitoring school attendance of the student.
- Daily check-ins with a significant adult.
- Providing a student's parent, upon request, with a list of resources available to assist the parent in resolving the student's attendance problems.
- Other research based interventions as appropriate.

#### 2. Parent Requested Program or Curriculum Modifications

a. Any student's parent/guardian or the student with parent/guardian permission may request program or curriculum modifications. Program or curriculum modifications may include the following (WI State Statute 118.15(1)(d)):

- Modifications with the student's current academic program;
- A school work training or work study program
- Enrollment in any alternative public school or program located in the District;
- Enrollment in any nonsectarian private school or program located in the District which complies with federal nondiscrimination requirements;
- Home bound study, including nonsectarian correspondence courses or other courses of study approved by the School Board or nonsectarian tutoring provided by the school in which the child is enrolled;
- Enrollment in any public educational program outside the District.
- Enrollment in a charter school with the School District of Beloit.

b. Requests for program or curriculum modifications should be initiated at the building level. Decisions on such requests shall be subject to review by the Superintendent/designee upon written request of the parent/guardian.

c. Upon the request of a student's parent/guardian, any decision made in response to a request for program or curriculum modifications shall be reviewed by the Board. The Board shall render its determination in writing if so requested by the parent/guardian.

3. Interventions for Children At Risk: 16 Years of Age or Older

- a. A student who is 16 years of age or older and a Child At Risk may attend a technical college in lieu of high school or on a part-time basis under the following conditions (WI State Statute 118.15(1)(b)(c)):
  - the student has requested permission to do so from the Board and has the written approval his/her parent or guardian; and
  - the student and his/her parent or guardian agree, in writing, that the student will participate in a program leading to the student's high school graduation.
- b. If a determination is made that a student attend a technical college, the Board and the district Board governing the technical college shall enter into a contract for such attendance in accordance with state law requirements.

4. Interventions for Students: 17 Years of Age or Older

- a. A student who has reached the age of 17 may be excused from school attendance under the following conditions:
  - the student has requested permission to be excused and has the written approval of his/her parent or guardian; and
  - the student has his/her parent or guardian agree, in writing, that the student will participate in a program or curriculum modification leading to the student's high school graduation. Program or curriculum modifications include those listed in Section C-1 above.
- b. The written agreements referred to in 3 (a) and (b) above shall be monitored by the Board on a regular basis and no less frequently than once per semester. In the event the Board determines that the student is not complying with the agreement, the Board will notify the student and his/her parent/guardian that the agreement may be modified or suspended in 30 days (WI State Statute 118.15(1)(cm)). If the agreement is suspended, the student shall be expected to attend school on a regular basis in accordance with state law, Board policy and established procedures.

LEGAL REF.: WI s.s. 118.15 Compulsory School Attendance  
118.16 School Attendance Enforcement  
118.162 Truancy Committee and Plan

APPROVED: September 22, 1998

REVISED: December 16, 2003  
July 27, 2010  
May 28, 2013

REPRINT: October 3, 2003