

ATTENDANCE AND EXCUSES

Wisconsin State Statute 118.15 requires school attendance of a child ages six to 18 unless he/she: 1) is excused, 2) has graduated, or 3) is enrolled in an alternative or home-based private, or other education program as permitted by law. The law further requires that any person having under his/her control a child between the ages of six and 18 shall require the child to attend school regularly during the full period and hours that school is in session until the end of the school term, quarter or semester of the school year in which the child becomes 18 years of age.

It is the responsibility of the parent to provide reasons for their child's absence. It is the responsibility of the school attendance officer to record whether the absence is excused or not excused (truant), according to board established guidelines.

The school attendance officer may excuse students from attendance in school for the following reasons:

1. Temporary physical or mental illness. The principal/designee may request the parent obtain a written statement from a physician or other medical professional as proof of the child's condition. This excuse shall be in writing, and state the time period for which it is valid, not to exceed thirty (30) days.
2. Medical appointment. Such appointments are to be made, whenever possible, when school is not in session. Verification of such appointments may be required.
3. Attendance at special events of significant and important educational value with prior approval by the principal-designee (supervised out-of-school field trips, work experiences, co-op programs, home instruction, and other administrative approved activities).
4. Exceptional circumstances approved by the principal/designee.
5. The School District of New Berlin may recognize a family trip/vacation as an excused absence for no more than ten (10) days in a school year. The following circumstances will be considered:
 - A. A family vacation must include a parent/guardian accompaniment.
 - B. Parental written notice of this trip/vacation should be given at least two (2) weeks prior to the vacation.
 - C. Teacher communication must be established regarding make-up work, due projects and tests.
 - D. Principal/designee approval must be granted prior to the planned vacation.

Accrual of Absences

Absences that encompass a portion of a day accrue to half and/or full day absences.

Unexcused Absences

The principal/designee shall contact a parent/guardian to verify the student's absence when unexcused. If the parent/guardian cannot be reached to verify the student's absence, the parent/guardian must provide written notice to the principal/designee immediately upon the student's return to school but no later than the end of the day after the absence. Pupils absent for reasons other than those identified as excused by the Board of Education shall be considered truant.

Truancy

Per state statute 118.16, truancy means any absence of part or all of one or more days from school during which the school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of s. 118.15. Students that have been truant five (5) part or whole days in a semester are considered habitually truant. Truancy can also be considered intermittent attendance carried on for the purpose of defeating the intent of s. [118.15](#).

Truancy shall be defined as an unexcused absence during which the student misses one-half or more of any school day. Parents have the opportunity to excuse the absence if notice is given before the end of the 2nd school day after receiving a report of an unexcused absence.

Discipline

Frequent or prolonged absence from school or from assigned periods during the school day or repeated tardiness without satisfactory reason shall be grounds for disciplinary action as determined by the principal/designee.

Notice to Students

This policy shall be placed in the student handbook.

Adopted: 10/20/80
Revised: 9/13/10
2/24/14