

STUDENT ATTENDANCE

The School District of Brodhead encourages a strong partnership between the home and school. The District recognizes a positive relationship between good school attendance and success in school. If student learning and growth are to take place, parents/guardians, students and school personnel must recognize their responsibilities to assure regular attendance.

The Board recognizes the statutory requirements for school attendance and believes school attendance should take precedence over non-school activities. State law requires every child between six and eighteen years of age to be in school attendance unless he/she: (1) is excused temporarily for physical or mental reasons or other reasons defined by the Board, (2) has graduated, or (3) has been authorized to attend an alternative educational program. It is the responsibility of any person having under his/her control such a child to ensure regular attendance during the full period and hours that school is in session until the end of the quarter or semester of the school year in which the child becomes 18 years of age.

It is the responsibility of the parent/guardian to provide the reason for his/her child's absence. Parents/guardians are to notify the school by 9:00 a.m. the day of the absence. When children are absent from school, parents/guardians assume full responsibility for their activities. It is the responsibility of the principal/designee to determine whether the absence is excused or unexcused.

EXEMPTED ABSENCES:

An exempted absence is an absence that does not count toward the ten (10) excused days per year allowed by law. Examples of these are listed below:

1. Medical, dental, orthopedic, chiropractic, optometrical or other valid professional appointments. Parents/guardians are requested to make appointments during non-school hours, if possible. Students who have appointments during the day are expected to be at school before and/or after their appointment, if possible.
 2. Attendance at pre-planned special events of significant and important educational value as approved in advance by the principal/designee.
 3. Family emergencies, hospitalization, family or personal crisis, funerals, etc.
 4. Legal appointments or court appearances.
 5. Religious observances.
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EXCUSED ABSENCES:

Written approval of a student's parent/guardian is required for an absence to be considered excused for their first ten (10) absences per year. Additional absences will require written excuse from a doctor.

The building principal is empowered to approve a legal excuse for any student for the following reasons:

1. Illness of the student (Chronic or excessive absences for illness will require a physician's excuse or the absence will be unexcused).
2. Approved family vacations. Family vacations should be taken, whenever possible, when school is not in session. Where circumstances require that a student miss school for a family vacation, the parent/guardian must notify the school prior to the absence and arrange for appropriate make up work. Failure to notify the school, obtain approval, and make up the work missed may result in "0" grades for the days absent. Parents/guardians should understand that such absences could affect the student's academic progress.
3. Students with excused absences and students suspended from school shall be permitted to make up tests and other course work missed during the period of absence or suspension. All work is to be completed and submitted to staff within a period equal to the number of days the student was absent plus one (1) day. It shall be the student's responsibility to make arrangements with his/her teacher(s) regarding work.

UNEXCUSED ABSENCES:

Attendance at athletic events scheduled during the school day and not approved in advance by the School District, concerts, "skip days", picnics, etc., shall not be excused absences. Students who choose to attend these events will be considered unexcused. Absences due to oversleeping, car problems or missing the bus will not be excused.

All students will receive zeroes for unexcused absences, and these grades will be averaged into their numerical grades. Any student receiving a zero may, at their initiative, have the opportunity to "make-up" assignments for the day in which the unexcused absence occurred if all work is completed and submitted to appropriate staff within twenty four (24) hours from the time the student returns to school.

The School District of Brodhead will not, however, deny credit in a course or subject solely because of attendance.

TRUANCY:

A “Truant” is defined as a student who is absent from school without an acceptable excuse for part or all of any school day without the District being notified of a legal cause of such absence by the parent or guardian of the absent student.

A “Habitual Truant” is defined as a student who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester.

Truancy problems in the School District of Brodhead will be handled by the Truancy Officers for the District. The building principals will act as the Truancy Officers at each building. Any student who is identified as a “Truant” or “Habitual Truant” will be subject to the following procedures:

1. A meeting will be scheduled by the principal with the parent/guardian of the truant student and the student to discuss the student’s truancy.
2. Continued truancy issues will cause the student to be subject to local ordinances of the City of Brodhead and/or referred to the Green County Circuit Court.

DISPOSITION OF TRUANTS:

Upon finding a juvenile truant, the following dispositions are available to the court:

1. Order to Attend. Ordering the juvenile to attend school.
2. Forfeiture. The municipal or county court may impose a monetary forfeiture in accordance with state statutes, or municipal or county ordinances.

SUSPENSION:

Students who have been suspended from school shall contact their teachers on the first day of attendance after the suspension and make arrangements with them for completion of work missed. Such students shall be given the opportunity to make up all course work missed and any quarterly, semester or grading period exams missed during the suspension. The course work and/or exams must be made up in order to receive credit for the work. A reasonable time limit for submission of this make-up work may be established by the building principal.

POLICY REVIEW:

The District Truancy Policy will be reviewed by the Administrative Team at least once every two (2) years, and needed revisions recommended for Board action.

ATTENDANCE/TRUANCY PROCEDURES:

The following procedures have been adopted for dealing with absences and truanies in the School District of Brodhead.

TEACHER'S RESPONSIBILITIES:

Each teacher will take daily or hourly attendance in his or her classroom, as determined by the Building Principal. Quarterly attendance tallies will be recorded on the student's report card.

SCHOOL ATTENDANCE SECRETARY RESPONSIBILITIES:

The school attendance secretary will keep a daily log of all student absences. The secretary will notify parents via the phone when students are not in attendance when the parent has not called the school before 9:00 a.m. to excuse the absence. The secretary will keep a log of such phone calls. The secretary will also keep a file on each student, placing notes parents have written to excuse absences in each student's file.

SCHOOL ATTENDANCE OFFICE/BUILDING PRINCIPAL RESPONSIBILITIES:

The building principal will serve as the school attendance officer for their respective building. Annually, the school attendance officer shall determine how many students enrolled in each school in the District were absent in the previous year and whether the absences were excused. This information will be submitted to the District office for inclusion in annual reports to the D.P.I.

Student attendance information shall be released only when appropriate "release of confidentiality" forms have been filed with the District in accordance with provisions of state law and the District's student records policy, or when requested by agencies given access to such information by Wisconsin Statutes.

EXCEPTIONS TO SCHOOL ATTENDANCE FOR STUDENTS 16 YEARS OF AGE OR OLDER:

A. 16 year olds

A student who is 16 years of age or older and is a “child at risk”, as defined by law, may attend an alternative education in lieu of high school or on a part-time basis under the following conditions:

1. The student has requested permission to do so from Administration and has the written- approval of his/her parent or guardian.
2. The student, his/her parent or guardian, and Administration 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 may include, but are not limited to:
 - a. Modifications within the student’s current academic program;
 - b. A school work training or work study program;
 - c. Home-bound study, including correspondence courses or other courses of study approved by the Board;
 - d. Enrollment in any non-sectarian private school or program located in the District, which complies with federal non-discrimination laws;
 - e. Enrollment in any public educational program located outside the District.

B. 17 year olds

A student who is 17 years of age or over may be excused from school attendance under the following conditions:

1. The student has requested permission to be excused and has the written approval of his/her parent or guardian; AND
2. The student and his/her parent or guardian agree, in writing, that the student will participate in a program or curriculum modification leading to a high school equivalency diploma. Program or curriculum modifications include those identified above.

Prior to being excused from school, the high school principal or designee will discuss the program or curriculum modification options with the student and his/her parent or guardian.

At least once each semester, the high school principal or designee will review compliance with each student's agreement. If it is determined that a student is not complying with the agreement, the student and his/her parent or guardian will be notified that the agreement is suspended and the student must return to school or such other program that may then be agreed upon.

LEGAL REF: WI. ST. 118.15, 118.153, 118.16, 118.163

Adopted: _____

Last Revision: November 13, 2013

Last Review: October 12, 2016
