

**SCHOOL DISTRICT OF BAYFIELD
STUDENT ATTENDANCE PROCEDURES**

Student Absences and Excuses

1. Excused Absences

- a. A student will be considered excused if he/she is absent with the knowledge and permission of the parent/guardian because of the following:
- (1) Illness of the student - Personal or injury - (Students who are absent because of illness for 10 may be asked to present a doctor's note verifying the length of absence as health related. At 10 days of accumulated absences for illness per semester, the school attendance officer or designee may request a doctor's note for additional days verifying the absences as health related).
 - (2) Medical appointment.
 - (3) Driver's license exams or driving test
 - (4) Social services appointment or counseling session
 - (5) Funeral attendance.
 - (6) Religious holidays, observances or cultural ceremonies
 - (7) Court appearance or other legal procedure which requires the attendance of the student
 - (8) Attendance at special events of educational value as approved by a school official or designee.
 - (9) Extended, authorized trips sanctioned by the parent/guardian (Permission to take an extended trip must be granted prior to the extended trip. The student has the opportunity to make up any work he/she may miss beforehand if preapproved or may make up work immediately upon his/her return from an authorized, extended trip sanctioned by the parent/guardian. The number of days that the student is absent is the number of days allowed for the make-up of work missed.)
- b. Except as outlined above, class work missed by a student with an excused absence shall be made up

at a time and place determined by the instructor.

2. Unexcused Absences

- a. A student will be considered unexcused if he/she is absent. Without a parent/guardian contact to the school.
- b. Class work missed by a student with an unexcused absence, including examinations, shall be made up at the time and place determined by the instructor. Credit for a course, however, shall not be denied solely because of a student's unexcused absence from school.

3. Truancy

- a. A student will be considered truant if he/she is absent without the knowledge or permission of the parent/guardian for part of or all of one or more school days during which the school attendance officer or designee has not been notified. Truancy also means intermittent attendance carried on for the purpose of defeating the compulsory attendance law.
- b. When a student is truant:
 - (1) The student may be required to make up the work, including examinations at a time and place determined by the instructor.

Credit for a course cannot be denied solely because of the student's truancy.

4. Suspension

- a. A student who has been suspended from school shall be permitted to make up class work missed during the suspension period, including any quarterly, semester or grading period examinations.
- b. Class work missed by a suspended student shall be made up at the time and place determined by the instructor. Students will have one day to make up work for each day of suspension.

5. Exceptions to School Attendance for Students 16 Years of Age or Older

- a. A student who is 16 years of age or older and is a child at risk of not graduating from high school as defined in Wis. Stat. sec. 118.153, may request and the school board is required to allow that student to attend, in lieu of high school or on a part-time basis, a technical college if the student is working toward a high school diploma. Written parental permission is required
- b. A student who is 16 years of age or older may be excused by the school board from regular school attendance if the student and his/her parents agree in writing that the child will participate in a program or curriculum modification as listed under Wis. Stat. sec. 118.15(1)(d) leading to the child's high school graduation.
- c. A student who is 17 years of age or older may, with written permission of his/her parents, be excused by the school board from regular attendance to participate in a program or curriculum modification leading to the student's high school graduation or to a high school equivalency diploma under Wis. Stat. sec. 115.29(4) and 118.15(1)(c)2.
- d. A student who is 17 years of age or older and who began a program leading to a high school equivalency diploma in a secured correctional facility, juvenile detention center, or county jail may request and the school board shall allow the student to continue to participate in such program, Wis. Stat. sec. 118.15(1).
- e. A curriculum modification request may be made to the school board under Wis. Stat. sec. 118.15(1)(d). Any child's parent or guardian, or the child if the parent or guardian is notified, may request the school board, in writing, to provide the child with program or curriculum modifications. The school board must send the parent a decision in writing within 90 days of the request and, if it denies the request, the reason for denial must be provided.
- f. Prior to being excused from school under the items above, the principal or designee will discuss the program or curriculum modification options with the student and his/her parent or guardian. The principal or designee will inform the District Administrator, in writing, of the

request and of the program or curriculum modification(s) leading to high school graduation or a high school equivalency diploma tentatively agreed upon by the student and his/her parent or guardian.

The District Administrator will present the request and high school equivalency or high school graduation program proposal to the Board for approval. A written agreement must be signed by the student, his/her parent or guardian the Board and a representative of the high school equivalency program or program leading to the student's high school graduation. This agreement must be signed prior to the student's admission to such program.

At least once each semester, the 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 and the high school equivalency program or program leading to high school graduation will be notified that the agreement may be modified or suspended in thirty (30) days. If the agreement is suspended, the student will be expected to attend school on a regular basis in accordance with state law, Board policy and established procedures.

6. Responsibilities for Attendance

a. Parent(s)/Guardian Responsibility

(1) Parents/guardians shall call the school by 9:00 a.m. on the morning of an absence. If the school has not been properly notified of students not in school, a call may be made to the home to verify the absence.

(2) Parents or guardians are required to provide an explanation for absences at the time the student returns to school, or in the case of pre-arranged absences, prior to the absence.

b. Student Responsibility

(1) Students are required to attend all of their scheduled classes, study halls and lunch periods, unless they have obtained written parental permission and a pass approved by the school attendance officer, or designee.

(2) A student who has been absent, or is anticipating being absent, shall be expected to

provide an explanation of the absence by his/her parent(s) or guardian.

(3) Students should make up work missed as a result of an absence in accordance with established procedures.

(4) Students should always check in and out at the school office when they leave and return to school.

c. Teacher Responsibility

(1) Teachers are required to emphasize the importance and necessity of good attendance, which reflects the importance of daily assignments, classroom discussion and examinations in grading students.

(2) Teachers are required by law to take daily attendance (elementary - a.m. & p.m.; middle school & high school - period-by-period in their classes and maintain a record of absences using student management software program.

d. School Attendance Officer Responsibility

(1) A school administrator will serve as the school attendance officer for each school in the District and deal with all matters relating to school attendance and truancy.

(2) Annually, a school administrator 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 as required to the District Administrator who shall notify the State Superintendent of Public Instruction as required.

(3) The school attendance officer shall furnish student attendance information to other agencies as appropriate. Student attendance information shall only be released if appropriate releases have been secured.

(4) The school attendance officer shall inform students and their parents/guardians annually of their right to request program or curriculum modifications and of the types of program or curriculum modifications which can be made.

7. Responsibilities as They Relate to Truancy/Excessive Absenteeism

- a. First & Second Incidents: The attendance Officer shall give verbal warning and send a letter to the parent/guardian and may request a home visit by the school's home school coordinator or other appropriate party (reference: 431-Exhibit (1)).
- b. Third & Fourth Incidents: The attendance officer contacts the school counselor, home school coordinator, social worker, Indian Child Welfare worker and/or other appropriate party to set up and document a meeting with the child and parent/guardian for the purpose of identifying and resolving conditions and behaviors that are contributing to excessive absences/truancy. An action plan will be developed in the meeting addressing the following elements (reference: 431 Exhibit (2)):
 - (1) Provide an opportunity for educational counseling to the child to determine whether a change in the child's curriculum would resolve the child's truancy and have considered curriculum modification under Wis. Stat. sec. 118.15(1)(d).
 - (2) Evaluate the child's curriculum to determine whether learning problems may be a cause of the child's truancy and if so, take appropriate action or make appropriate referrals.
 - (3) Conduct an evaluation to determine whether social problems may be the cause of the child's truancy and if so, take appropriate action or make appropriate referrals. The plan will include a review schedule to evaluate and monitor student attendance and progress.
- c. Fifth Incident: Refer to Bayfield County or Red Cliff Tribal Court. Matters involving tribal children living on the Red Cliff Reservation and their parents or other persons having tribal children in their care or custody or under their control will be referred to Red Cliff Tribal Court and may also involve a citation (reference: 431-Exhibit (2)).

The Red Cliff Tribal Court may also exercise authority and impose penalties for persons charged with an offense and consenting to tribal jurisdiction. This applies to:

- a. Non-tribal children living on the Red Cliff Reservation and their parents or other persons having the children in their care or custody or under their control.
- b. Tribal children attending school within the School District of Bayfield living off the Red Cliff Reservation and their parents or person having the tribal children in tier care or custody or under their control.

CROSS REF.: 342.3, Programs for Children at Risk
347, Student Records
School District of Bayfield Truancy Plan
Red Cliff Tribal Council Truancy Code
Chapter 33

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