

POLICY 5310
STUDENT ATTENDANCE

In accordance with state law, all children who reside within the boundaries of the District and are between six (6) and eighteen (18) years of age must attend school regularly until the end of the term, quarter, or semester in which they become 18 years of age unless:

1. excused for physical or psychological reasons upon the written recommendation of persons designated under state law;
2. excused for reasons outlined in the District's student attendance procedures;
3. excused because of a Board-approved program or curriculum modification;
4. attending an approved private or parochial school or home-based private educational program; or
5. they have graduated from high school.

Legal responsibility for school attendance rests with the parent/guardian or with the student in the event a student is a student not covered by the compulsory attendance laws.

The District shall establish regulations pertaining to attendance, absence, tardiness, and the basis for excused absences. Each principal shall publish and disseminate the regulations to students and parents/guardians.

LEGAL REF.: Wisconsin Statutes

- Sections 118.125 Pupil Records
- 118.15 Compulsory School Attendance
- 118.153 Children at risk
- 118.16 School attendance enforcement
- 118.162 Truancy committee and plan
- 118.165 Private schools
- 118.163 Municipal truancy and school dropout ordinances

- CROSS REF.: 5125 Student Records
5250 Admission of Emancipated Minors

RULE 5310
STUDENT ATTENDANCE
PAGE 2

Building principals may approve the prearr

RULE 5310
STUDENT ATTENDANCE
PAGE 3

5. Truancy: "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 the compulsory school attendance law.

If the parent/guardian or adult student does not notify the school during the morning on a 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 investigation of the circumstances.

The school shall notify the parent or guardian of a child who has been truant of the child's truancy and direct the parent or guardian to return the child to school no later than the next day on which school is in session or to provide an excuse. The notice under this paragraph shall be

RULE 5310
STUDENT ATTENDANCE
PAGE 5

RULE 5310
STUDENT ATTENDANCE
PAGE 6

4. Student Support Responsibility
 - a. Student Support personnel are required to emphasize the importance and necessity of good attendance.
 - b. Student Support personnel, in conjunction with other building staff (eg. Student intervention Team members, teachers, deans and administrators) are to develop appropriate attendance improvement intervention plans for students.
 - c. Student Support personnel are required to coordinate, participate and evaluate the educational, emotional and behavioral status of identified habitual truant students.

5. Principal/Designee Responsibility
 - a. Principals are identified as the school attendance officer.
 - b. Principals are responsible for distribution and enforcement of the compulsory school attendance law policy and procedures.
 - c. Principals shall maintain office records for all excused and unexcused absences.
 - d. The principal has the authority to approve or deny any request to permit a student to be absent and/or leave the building during school hours.
 - e. Principals are responsible for implementing and coordinating an Attendance Review Team.
 - f. Principals are authorized to update/correct attendance records as necessary throughout the school year.

6. District Responsibility
 - a. The District has a responsibility to emphasize the importance of regular school attendance to students, parents/guardians, employers and the community.
 - b. The District shall promote activities within the school that enhance attendance. This will be done by:
 - 1) Displaying the attendance policy, state compulsory attendance law and county ordinances.
 - 2) Recognizing students for good attendance.
 - 3) Reviewing the truancy plan and procedures during faculty in-service and student assemblies or homerooms.
 - c. The District shall promote activities that increase the community awareness of school attendance issues and policies.
 - d. The District shall promote parent/guardian-school communication in adhering to the attendance policy and procedures.
 - e. The District shall once every two years, convene to review and, if appropriate, revise the truancy plan.

E. Return of a Truant Student to School

- a. When a student returns to school after truancy, school personnel shall welcome the student back to school. All truants, whether occasional or habitual need attention. The degree of attention may vary, however, depending upon the age of the student and the

G. Program or Curriculum Modifications

1. Any District Student

- 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

1)



RULE 5310
STUDENT ATTENDANCE
PAGE 10

„TRUANCY

The Common Council of the City of Kenosha, Wisconsin, do ordain as follows:

Section One: Section 11.032 of the code of General Ordinances for the City of Kenosha, Wisconsin, is hereby created as follows:

11.032 TRUANCY

Pursuant to Section 118.163, Wisconsin Statutes, as may be amended from time to

