

# HORTONVILLE AREA SCHOOL DISTRICT

**Title: Student Attendance**

**Date Adopted: 10/15/76**

**Policy No. 5014**

**Date Revised: 10/12/98, 9/23/02**

**10/19/09, 6/27/11**

**Policy Statement:**

It shall be the policy of this school district that any person having custody of a child between the ages of five (5) and eighteen (18) years shall cause such a child to attend school regularly during the full period and hour unless the child is as defined by state statute or by school board rules outlined in student handbooks. Compulsory attendance also applies to Five Year Old Kindergarten.

It shall be the policy of this school district that absences shall be considered excessive when they exceed all or part of ten (10) days on which school is held during a semester.

It shall be the policy of this school district that any child excused in writing by his or her parent or guardian before the absence shall be excused for up to ten (10) days in a school year. The school board shall require the student to make up work missed during the absence (s.s.118.15(3)(c), Act 239).

It shall be the policy of this school district that a student will be considered "Habitually truant" when he or she is absent from school without an acceptable excuse, as defined by state statute or by school board rules outlined in student handbooks, for part or all of five (5) or more days on which school is held during a semester (s.s.118.16(1)(a)).

It shall be the policy of this school district that a student will be considered "Truant" when he or she is absent from school without an acceptable excuse, as defined by state statute or by school board rules outlined in student handbooks, all or part of one or more days during which school is held (s.s.118.16(1)(c)).

The Hortonville Area School District does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, or handicap. Discrimination complaints shall be processed in accordance with established procedures.

**Rationale:**

In accordance with state law, all parents/guardians are responsible to cause all children between six (6) and eighteen (18) years of age to attend school full time until the end of the term, quarter, or semester in which they become eighteen (18) years of age unless they have a legal excuse (s.s.118.15(1)(a)).

**Scope:** All students in the Hortonville Area School District

**Responsibility:**

Administrative Team Review 12/20/2010

Policy Committee Review 5/19/2011

First Reading 6/13/2011 Second Reading & Approval 6/27/2011

The District Administrator shall be the truancy officer for the school district and appoint school attendance officers for each school. The attendance officers in each school will work closely with parents and county, state and/or village authorities in truancy cases.

**Implementation:**

1. Procedures shall be developed by the administration to enhance the full attendance requirement and to determine the appropriate action to serve as a deterrent to truancy. These procedures shall be in accordance with state law and shall be approved by the Board of Education. The Hortonville Area School District shall not deny a student credit in a course or subject solely because of a student's unexcused absences; however, methods to encourage participation and increase student attendance accountability have been established.
2. The District may request the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of a physical or mental condition of the student that would require the student to be absent from school. Such an excuse shall be made in writing, shall state that period of time for which it is valid and shall not exceed thirty (30) school days.
3. Upon the child's request and with prior written approval of the child's parent or guardian, any child who is sixteen (16) years of age may be excused by the Board of Education from regular school attendance if the child and his or her parent or guardian agree, in writing, that the child will participate in a modified program or curriculum leading to the child's high school graduation (s.s.118.15(1)(c)).
4. A child, under the age of eighteen (18) years, requesting withdrawal from school attendance should remain in school until the end of the semester in which the request is made. Likewise, any person requesting re-admittance should wait until the beginning of the next semester to return to school.
5. The Hortonville Area School District offers alternative high school programming which enables students to graduate from Hortonville High School or pursue study towards a G.E.D. or H.S.E.D., thus meeting their educational needs (s.s.115.29(4), s.s.118.15(1)(c)).
  - a. Students participating in alternative high school programming leading to high school graduation or a high school equivalency diploma at an adult technical college will be considered full time by the Hortonville Area School District if they are in attendance for ten (10) or more hours per week at that technical college.
6. Excused absences recognized by the Board of Education:
  - a. Illness
  - b. Recovery from an accident
  - c. Required court attendance
  - d. Professional appointments that cannot be scheduled outside school hours
  - e. Death in the immediate family
  - f. Observation or celebration of a bona fide religious holiday, family vacation, or other family events.
  - g. Suspension from school
  - h. Such other good causes as may be acceptable to the District Administrator an/or Attendance Officer(s)

**Associated Information:**

LEGAL REFERENCE: Wisconsin Statutes:

115.29(4)  
118.13  
118.15  
118.153

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118.16

118.165(e)

PI 9.03(1) Wisconsin Administrative Code

CROSS REFERENCE: Student Attendance Administrative Procedures

High School Participation Policy

Discrimination Compliant Procedures

Children at Risk (s.s.118.153)

Wisconsin DPI, "Answers to Frequently Asked Questions",

Aug., 1999

**HORTONVILLE AREA SCHOOL DISTRICT  
ATTENDANCE PROCEDURES  
REFERENCE POLICY #5014**

1. Attendance will be taken and entered in the attendance computer program each period for grades 6-12, and will be taken and entered in the attendance computer program twice daily (a.m. and p.m.) for grades K-5. Absences will be recorded in the attendance office(s) and will be reported to the principal(s).
2. All schools will prepare and keep a listing of all absences for each student.
3. Parents or guardians are asked to telephone or send a written excuse to their student's school attendance office, notifying them of a student's absence, by 8 a.m. the morning of the absence.
4. School personnel will contact a parent or guardian of students who are absent without an excuse to determine the reason for the child not being in attendance.
5. Parents or guardians will be notified, in writing, when their child's absences are approaching 10 days in a semester (defined by the district as excessive), or 5 days of unexcused absences (Habitual Truancy).
6. Habitual Truancy may be reported to the proper authorities of the school district, village, and/or county. Consequences may include disciplinary action(s), fines, and or transport to the county truancy center.
7. Parents may be asked to furnish a medical excuse for any absences beyond ten (10) days.

Administrative Team Review 12/20/2010

Policy Committee Review 5/19/2011

First Reading 6/13/2011 Second Reading & Approval 6/27/2011

## HORTONVILLE AREA SCHOOL DISTRICT



Date, 20\_\_\_\_\_

Dear Mr. and Mrs. (Last Name):

The Hortonville Area School District maintains a firm belief that attendance at school is essential for students to perform to their maximum potential. Learning opportunities such as teacher presentations, class discussions, or experiments can never be adequately duplicated after an absence. School Board policy dictates that ten absences in a semester is excessive. Although you have contacted the school with an excuse on many of (Student)'s absences, this letter is being sent to inform you that s/he is approaching ten absences and/or tardies during the first/second semester of this school year.

State truancy statute 118.16 of Wisconsin state law requires compulsory education “during the full period and hours” that school is in session for all children who have not reached their eighteenth birthday. As a parent or guardian, your responsibility under state statute 118.16 is to cause your child to attend school regularly “during the full period and hours” that school is in session. State statutes provide for penalties for parents and their children who do not comply with statute 118.16. The parent who contributes to or allows his/her child to be truant is guilty of the Class C misdemeanor of Contributing to Truancy.

A copy of (Student)'s attendance record and a copy of the school board attendance policy has been enclosed for your review. We are required by law to pursue truancy and report non-compliant students to the appropriate authorities for further action. **To avoid the accumulation of the five unexcused absences that would make this necessary, we are requiring written documentation from the appropriate personnel, as outlined in the policy document, to ensure that all future absences are legally excused.** It is our hope, though, that (Student)'s attendance will markedly improve throughout the remainder of the school year.

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The schools of the Hortonville Area School District stand ready to make every effort possible in order to ensure that every student receives an education in accordance with Wisconsin State Laws. If you feel that there are extenuating social, emotional, physical, or academic circumstances that are contributing to (Student's) absences from school, please contact me and I will schedule a child study with you and the appropriate school personnel to discuss the situation. It is in the best interest of both the student and the school district that we work together to avoid absences from school. Please understand, though, that continued concerns regarding (Student)'s absences from school may result in a truancy complaint being filed with the appropriate law enforcement agency.

If you have any questions concerning this letter or your child's education, please feel free to contact me at 779-7900.

Sincerely,

Principal

CC: (Teacher), classroom teacher  
(Counselor), guidance counselor