

SCHOOL DISTRICT OF MAYVILLE

431-Rule

STUDENT ATTENDANCE PROCEDURES

1. School Attendance Officer

- A. The principal or designee shall serve as the school attendance officer for each school in the District. The school attendance officer shall deal with all matters relating to school attendance and truancy.

2. Student Absences and Excuses

- A. The responsibility for regular school attendance for at student rests upon the student's parent(s) or guardian.

Except for absences as noted in Section B.1 below, a student who is absent from school will be readmitted to class upon proper notification by his/her parent(s)/guardian as to the date of the absence, the number of days absent, and the reason for the student being absent. Proper notification shall be interpreted to mean:

- (1) calling the school by 8:30 a.m. on the day that the student is going to be absent from school. It is expected that parents/guardians avail themselves of the opportunity of calling the school immediately when their child is to be absent from school so that an early check can be made on students who might unlawfully, or without the knowledge of their parents/guardians, absent themselves from school;
- (2) giving whatever information is available at that time; and
- (3) submitting a written parental excuse upon the student's return to school following the absence.

- B. Excused Absences - All excused absences require parent/guardian verification that is to be submitted in writing to the school attendance officer or designee in advance of the absence or prior to readmittance to school.

- (1) Any student excused in writing by his/her parent/guardian before an absence is excused from school attendance. A student may be excused by the parent/guardian under this provision for not more than 10 days in the school year. A student so excused under this provision is required to complete the course work missed during the absence.
- (2) The school attendance officer or designee is empowered to allow absences for the following reasons in addition to item #1 above:
 - (a) Evidence that the student is not in proper physical or mental condition to attend school or an educational program. The District may request the parent/guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuse shall be made in writing, shall state the period of time for which it is valid, and shall not exceed 30 school days.
 - (b) An emergency in the family or other crisis which requires the absence of the student because of family responsibilities.
 - (c) A death in the immediate family or funerals for relatives or close friends.
 - (d) Religious observation.
 - (e) A quarantine as imposed by a public health officer.
 - (f) A suspension from school
 - (g) Attendance at special events of educational value as approved by the school attendance officer or designee.
 - (h) Approved school activities during class time.
 - (i) Special circumstances that show good cause which are approved by the school attendance officer or designee.
 - (j) Health care appointments.
 - (k) Required court appearances
 - (l) Drivers' examinations
 - (m) Family trips

C. Truancy - "Truancy" means any absence of part or all of one or more school days during which the school has not been notified of the legal cause of such absence by the parent/guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law. Parent/guardian notification of legal cause of absence shall be submitted in writing prior to the absence or upon the day of return.

Parents/guardians shall be notified when a student has an unexcused absence(s). Notices shall be made by personal contact, telephone call or mail of which a written record is kept. Notice by personal contact or telephone shall be attempted prior to notice by mail.

Consequences for truancies (unexcused absences) shall be determined by the building principal.

D. Excessive Absences - Parents/guardians/adult students shall be notified in writing where students have accumulated excessive absences. This shall be done whether the absences are excused or unexcused, unless the student is under doctor's treatment and a written statement from a physician or licensed practitioner is on file.

E. Habitual Truancy - "Habitual truant" means 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 semester.

The parent/guardian of a student who is a habitual truant shall be notified by certified or registered mail when the student initially becomes a habitual truant. The notice shall include the following:

- (1) a statement of the parent's/guardian's responsibilities under state law to cause the child to attend school regularly.
- (2) a statement that the parent/guardian or child may request program or curriculum modifications for the child and that the child may be eligible for enrollment in a program for children at risk.

- (3) a request that the parent/guardian meet with appropriate personnel to discuss the child's truancy. The notice must include the name of the school personnel with whom the parent/guardian should meet, a date, time and place for the meeting and the name, address and telephone number of a person to contact to arrange a different date, time or place. The date for the meeting must be within five school days after the date that the habitual truancy notice has been sent to the student's parent/guardian. With the consent of the student's parent/guardian, however, the date for the meeting may be extended for additional five school days.
- (4) A statement of the penalties under state law that may be imposed on the parent/guardian if he/she fails to cause the child to attend school regularly as required by state law.

The District's truancy plan shall be followed when dealing with habitual truants. This plan shall be reviewed and, if appropriate, revised every two years consistent with state law requirements.

3. Make-Up Assignments/Examinations

All students with absences shall be given the opportunity to make up examinations and work missed in accordance with the guidelines outlined below. Credit in a course or subject shall not be denied solely because of a student's unexcused absence from school.

A. Excused Absences

- (1) Students who are absent from school with the prior written permission of their parent(s)/guardian are required to make up work missed during the absence. The arrangements for making up course work and examinations shall be the same as for other excused absences.
- (2) Students who are absent from school for reasons that are determined to be excused by the school attendance officer or designee shall be given the opportunity to make work missed when they return to school. It is the student's

responsibility to contact the teacher(s) to make arrangements for making up work missed during an absence from school. The respective teacher shall identify make-up work. If any question arises as to the appropriateness and/or feasibility of making up a particular assignment, the teacher shall discuss the situation with the building principal as to the extent to which make-up work and/or substitute assignments are possible.

- (3) Examinations missed during an excused absence shall be permitted to be taken at a time mutually agreed upon by the student and the teacher, but within the number of days absent plus one day.

B. Unexcused Absences (Truancy)

All students with unexcused absences shall be given the opportunity to make up work missed in accordance with the following guidelines:

- (1) Credit in a course or subject shall not be denied solely because of a student's unexcused absence from school.
- (2) Students with unexcused absences shall be permitted to make up major examinations (unit, quarter, semester or grading period) missed. Examination make-up date(s) shall be determined by administrator/teacher discretion. Students with an unexcused absence on the day of an examination shall make up the exam on the day of return.
- (3) Credit may be given for the completion of make-up work assigned. The extent to which make-up work credit can be applied shall be judged on an individual basis. Credit for make-up work can only be given after the student has satisfied consequences imposed for unexcused absences. The building principal and respective teachers are to apply professional discretion as to make-up work assigned and the degree of credit and/or grades given.

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Signatures of Board Members: _____
