

ATTENDANCE

The Board of Education as an agency of the State is required to enforce the regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction.

Attendance shall be required of all District students, except those exempted under Policy 5223 (religious instruction) or by other provisions of State law, during the days and hours that the school is in session or during the attendance sessions to which the student has been assigned.

A school administrator shall require, from the parent of each student or from an adult student who has been absent for any reason, a written statement or confirmation of the cause for such absence. The school administrator reserves the right to verify such statements and to investigate the cause of each absence or repeated unexplained absence and tardiness.

Any student whose absence does not meet the criteria for an excused absence under state law or Board Policy and established procedures shall be considered truant and subject to court referral.

A student who is absent due to a suspension or expulsion is neither absent without an acceptable excuse nor absent without legal cause under the compulsory attendance law.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at the assigned location.

The Superintendent shall develop administrative guidelines for the attendance of students, which:

- A. ensure that students absent for any excusable reason have an opportunity to make up work they missed;
- B. govern the keeping of attendance records in accordance with State law;
- C. identify the habitual truant, investigate the cause(s) and consider modification of the educational program;
- D. ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 and Chapter 115, Wis. Stats;

- E. ensure that all parents and students are informed in the Parent/Student Handbooks of the District's policy and related guidelines.

Legal reference:

Sections 115, 118.15, 118.16(lm), 118.16(4), Wis. Stats.

Cross Reference:

Board Policy 5130 – Withdrawal From School

Board Policy 5223 – Absences for Religious Instruction

Administrative Guideline 5200 - Attendance

Adopted: 6/18/01

Revised: 12/10/07; 3/12/15

The Port Washington-Saukville School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Special Services, Port Washington-Saukville School District, 100 W. Monroe Street, Port Washington, WI 53074 - Duane.Woelfel@pwssd.k12.wi.us