



ADMINISTRATIVE RULE 431 (RULE 2)

AR 431 – Reporting Absence Rules (Rule 2)

- A. Attendance is taken and reported on a daily basis to the school the school office.
1. All absences and the reported reasons for such absences are to be reported to the school office or attendance office.
 2. Every absence requires a note of explanation from the parent or guardian when the student returns to school. The excuse shall be given to the student's teacher or other person in charge of attendance.
 3. A predetermined absence must be reported to the school in advance either by telephone or by written note.
- B. Excused Absences. The school reserves the right to question the authenticity and/or explanation of any request. Absences may be excused if in the discretion of the school administrator one of the following occurs:
1. Illness, mental or physical.
 2. Family emergency.
 3. Needed at home.



4. Predetermined absence approved by the school administrator if assignments are made up as arranged with individual teachers.

a. Doctor, dental appointments or driver's test that cannot be scheduled outside of school hours.

b. Family trips with parent or guardian.

5. Recognized religious services.

C. Prearranged Absences.

Upon written request from parents, building principals may approve the prearranged absence of students.

All students so excused are expected to make up school work missed during this absence so far as is possible and to receive appropriate credit for it.

D. Temporary Class Excuses.

1. Parents of elementary students may request to have a student stay in the classroom at noon or during recess period by sending a request to the classroom teacher. These requests will be honored only on a day-to-day basis and only if the student has had a recent illness or injury. A written request from a physician may be requested.

2. Students at all grade levels may be excused from physical education on a day-to-day basis upon a written request of the parent and only if the student has had a recent illness or injury. A written request from a physician may be requested.

E. Unexcused absences: Unexcused absences are those absences which are not excused for any of the reasons listed above.

Unexcused absences should be treated as follows:

1. The student and/or the parent of both should be contacted as soon as possible to discuss the absences and possible related factors. This contact should be made either by telephone, letter or in person.
2. For a period of 30 calendar days thereafter, the weekly attendance officer or designee monitors the student's attendance patterns.
3. If a pattern of truancy becomes apparent through this monitoring, a parent conference is strongly recommended. Although a conference is not mandatory at this point, the parents should at least be contacted by telephone to discuss the situation.
4. If the problem is not alleviated, a letter should be sent to the parents of the student reminding them of the requirements of the Wisconsin Statute, or an alternate letter devised for the particular student and the student's circumstances.
5. The attendance officer or designee will initiate a conference with the student and the student's parents or guardian. An agreement as to each party's responsibilities for the elimination of the truancy problem should be stated in writing. Under certain circumstances, a modified program, multidisciplinary team evaluation, and/or referral for social services, may be discussed at this point. The resulting "contract" should be signed by the parents and monitored thereafter.
6. If the problem continues, the attendance officer or designee will contact the parents by telephone/letter to determine whether the "contract" was understood. If further action is indicated, the parents should be informed during this contact.
7. Further action may include: (1) prosecution of the parent by the District Attorney under Section 118.15, (2) referral of the student to the District Truant Office or Jefferson County Department of Human Services for consultation and/or treatment pursuant to Section 118.16 or Section 48 or (3) both of the above.

8. For students over 16, and other students as may be approved by the Board, a modified attendance program or schedule alteration may be approved by the District Administrator and the Board. Said plans may include:
- a. A modified program referring to course schedule alterations in the existing school program but providing for the student to be scheduled within the school program for the full classroom day. Program modifications are instructional decisions made by the student's teacher.

 - b. Modified Attendance Program – Minor Departure. This would include attending classes more than one half day but less than a full day with the requirement that time outside of school be spent in an alternate "educational program". This might include technical school training at vocational school and would also be an instructional decision.

 - c. Modified Attendance – Major Departure. Refers to a student attending school less than half time and requires the approval of the administration of the school. Examples would include but not be limited to:
 - (1) A continuing educational program with related counseling services. This program provided by the vocational technical school or public school would be flexible and could involve part time employment.

 - (2) Enrollment in an accredited private trade school.

 - (3) On the job training programs with cooperating employers.

 - (4) Parental initiated and supervised training programs in the area of domestic skills, etc. with the school district providing regular supervision, counseling services and related instruction where possible. If there are other individualized education programs established in cooperation with the various local and state agencies, the local school district will them assist in coordinated resources available through the various social agencies in an attempt to develop an educational program appropriate for the student which provides supervision and counseling services. Any long term deviation from regular classroom attendance shall be reported at least monthly to the District Administrator.

www.fortschools.org/boardpolicies



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Legal Ref.: Sections 118.15, 118.16, 188.165, Wisconsin Statutes