

ATTENDANCE

Compulsory School Attendance (Board Policy 5200)

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception outlined in this Administrative Guideline. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Student Absences and Excuses:

Regular attendance is a responsibility of the student and the parent(s) or guardian.

Notify School of Absence: **WHEN A STUDENT IS ABSENT, PARENT/GUARDIAN IS TO CONTACT THE SCHOOL OFFICE ON THE DAY OF ABSENCE BY 8:15 a.m.** Failure to do so will result in the school calling the home or workplace of the parent.

The following shall be considered excused absences in the Kiel Area School District:

- Illness of the student
 - After 5 days in a semester, a doctor's note is required.

- Parental Permission
 - Parents may excuse students for 10 days:
Parents are authorized to excuse their child from school attendance for any reason for up to a **MAXIMUM OF 10 DAYS** in a school year provided they notify the school.
Examples of parental excused days may include, but are not limited to the following:
 - Appointments: dental, medical, etc.
 - Funerals
 - Legal proceedings
 - College visits
 - Job Fairs
 - Vacation
 - Emergency
 - Work
 - Car Trouble
 - Missed bus
 - Oversleeping
 - Weather

- Other Excused Absences
 - Religious Instruction
 - Religious Holiday
 - Suspension
 - Program or Curriculum Modifications
 - Illness of a Family Member
 - HSED or Secured Facility
 - Technical College or other Schooling
 - Quarantine

Absences that are not considered **EXCUSED** by the Kiel Area School District or utilized by the parent/guardian as one of the allowed 10 parent-approved days per year are, **BY LAW**, considered **TRUANCIES**, and may result in a municipal citation.

Procedures Following an Absence

1. Absences from school require communication to the office via a phone call, note, or the Skyward Student Management System.
Failure to notify the office will result in the absence being recorded as **UNVERIFIED** and the parent will have **FIVE (5)** school days to contact the office before it is permanently recorded as a truancy.
2. Students are responsible for making up assignments missed during an absence. After an excused absence a student will be afforded two (2) school days for every day missed to complete make-up work. This only applies to work assigned on the day a student was absent. Assignments/tests etc. previously assigned, are due on the day the student returns to school from the absence. After a truancy it is the teacher's prerogative to allow make-up work for credit. If a student is absent five (5) or more consecutive days, the student is required to meet with his/her teachers to discuss a time frame for making up work.
3. School-Directed Communication Regarding Absences
 - Illness
 - 4th absence in the semester, a notification will be sent to parent(s)/guardian(s).
 - 5th absence in a semester, notification that future absences due to illness will require a doctor's note.
 - 6th absence and beyond (without a doctor's excuse) in a semester, will be recorded as a truancy and a notification will be sent to parent(s)/guardian(s) and to the Police School Liaison Officer.
 - Parental Permission
 - 8th absence, a notification will be sent.
 - 10th absence, a notification that all Parent Permission days have been utilized will be sent.
 - 11th absence and beyond will be recorded as a truancy and a notification will be sent to parent(s)/guardian(s) and to the Police School Liaison Officer.

Kiel Municipal Ordinances allow for the issuance of municipal citations for individual acts of truancy/loitering.

REPEATED ABSENCE/TRUANCY FROM SCHOOL

Legal proceedings will be brought against a student and/or parents when the student has become what is defined in law as a "habitual truant" from school (see below). (Wisconsin Statutes 118.15 and 118.16)

Definition of "**HABITUAL TRUANT**":

Student who is absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a school semester.

When a student is identified as being "**HABITUALLY TRUANT**", school authorities will initiate the following procedures:

1. Appropriate school personnel will meet with the parent/guardian of the truant student to discuss the student's truancy problem, or attempt to have such a meeting.
2. The school will provide an opportunity for educational counseling of the student to determine whether a change in the student's curriculum would resolve the truancy. This will involve a review of the educational placement of the student, as well as possible curriculum modifications available that might be helpful in resolving the truancy problem.
3. The school will evaluate the student to determine whether learning problems may be a cause of the truancy and, if so, will take appropriate action or make appropriate referrals.
4. The school will evaluate the student to determine whether social problems may be the cause of the truancy and, if so, will take appropriate action or make appropriate referrals.

COURT REFERRAL

Once these steps have taken place during a given school year, and the truancy problem persists, the school will refer the matter to the Kiel Police Department and the local Kiel Municipal Court for issuance of a citation on a

LOCAL ORDINANCE violation forbidding truancy. This can result in **SUSPENSION OF DRIVER'S LICENSE** for 30-90 days, as well as other possible penalties listed in the ordinance and the state law.

The school may also forward a legal action referral form to the appropriate county's juvenile intake officer who will review the case for referral to the District Attorney. This may result in a referral to the county court for a state law violation.

Note: Students who leave their assigned area/classroom during the school day without permission or authorization will be considered truancy/loitering and may be issued a municipal citation.