

SCHOOL DISTRICT OF WAUPACA

SERIES 400 STUDENTS

CODE: 431-R1

ATTENDANCE PROCEDURE

GOAL: To identify truant students and work in ways to prevent further trancies.

- 1) Teacher identifies that the student is not attending class. The attendance, for the class, is submitted to the office.
- 2) The attendance officer, or attendance secretary shall record the absence. The attendance will note which students are unexcused for that school day and provide a daily list of the trancies.
- 3) A parent, or guardian, of the truant student will be contacted by phone, letter, or both, and advised of the truancy.
- 4) The student/parent/guardian may be referred to the Police School Liaison Officer for a city ordinance truancy violation if school administration believes this action is necessary to cause the student to attend.
- 5) If the student reaches 5 days (all or part of) of truancy the school attendance officer **must** notify the parent or guardian of the student's habitual truancy. The notice must be given by registered or certified mail and must include the following:
 - A) A statement of the parent's or guardian's responsibility to cause the child to attend school regularly.
 - B) A request that the parent or guardian meet with the appropriate school personnel to discuss the child's truancy. The notice must include the name of the school personnel with whom the parent or guardian should meet, a date, time, and a place for the meeting and the name, address and telephone number of a person to contact to arrange a different date, time, and place. The date for the meeting must be within **five school days** after the date that the notice is sent, except that, with the consent of the child's parent or guardian, the date for the meeting may be extended for an additional five school days.
 - C) A statement of the penalties that may be imposed on the parent or guardian if he or she fails to cause the student to attend regularly.

D) A statement of the student's unexcused absences

Note: If a meeting between the school personnel and parent or guardian, is not **held** within **10 school days** after the date the notice is sent, the parent or guardian **may** be prosecuted for failing to cause the child to attend school regularly. Municipal or juvenile court proceedings, relating to the student, may be initiated **without a meeting** between the parent or guardian and school personnel.

HABITUAL TRUANCY REQUIRED SCHOOL ACTIVITIES

Note: Prior to any proceeding being brought against a student for habitual truancy or against the child's parent or guardian for failing to cause the student to attend school regularly, the school attendance officer must provide evidence that appropriate school personnel in the school or school district in which the student is enrolled have, within the school year during which the truancy occurred, done all of the following:

- 1) Met with the child's parent or guardian to discuss the child's truancy or attempted to meet with the child's parent or guardian and received no response or been refused.
(this meeting is not required if it is not held within 10 days of the school district's initial notice to the parent or guardian that the child is a habitual truant).
- 2) Provided an opportunity for educational counseling to the child to determine whether a change in the child's curriculum would resolve the child's truancy and considered curriculum modifications.
- 3) Evaluated the child to determine whether learning problems may be the cause of the child's truancy and, if so, taken steps to overcome the learning problems, except that the child need not be evaluated if tests administered within the previous year indicate that the child is performing at his or her grade level.
- 4) Conducted an evaluation to determine whether social problems may be the cause of the child's truancy and, if so, taken appropriate action or made appropriate referrals.

Note: The activities in items #2, #3, and #4 need not be carried out if the school attendance officer provides evidence that appropriate school personnel were unable to carry out the activity due to the child's absences from school.

The student/parent/guardian may be referred to the Police School Liaison Officer for a city ordinance habitual truancy violation if the school believes this action is necessary to cause the student to attend.

ADOPTED: 011299

REVISED:

REVIEWED:

LEGAL REFERENCE: Wisconsin Statutes 118.15, 118.16, 118.153, 118.162, 118.165; Waupaca City Ordinance No. 9.061 (5-1995)

CONTRACT REFERENCE:

CROSS REFERENCE:

The School District of Waupaca does not discriminate on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.