

Policy of the Lancaster Board of Education

Students

**SCHOOL ATTENDANCE/TRUANCY POLICY  
ADMINISTRATIVE PROCEDURE**

1. "Truancy" means a pupil absence from school without an acceptable excuse for part or all of any day on which school is held.
2. A student will not be regarded as truant when parental explanation of an acceptable excuse or acceptable reason for the absence is given on the day of the absence or by the time the pupil returns to school.
3. Acceptable Board of Education reasons for which pupils may be absent (excused) by parent (or guardian) under Section 118.15 of Wisconsin Statutes, other than illness:
  - a. Evidence that the student is not in proper physical or mental condition to attend school an educational program. The district may request the parent or guardian to obtain a written statement from physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuse shall be made in writing and shall state the time period for which it is valid not to exceed 30 days.
  - b. Attendance at a funeral, as deemed necessary by the parent or guardian.
  - c. A court appearance or other legal procedure which requires attendance of the students.
  - d. A quarantine as imposed by a public health officer
  - e. Special circumstances that show good cause which are approved in advance by the school attendance officer, or designee.
  - f. Suspensions from school
4. In addition, the parent or guardian may excuse a pupil for up to ten (10) days in a school year provided the excuse is in writing and is received prior to the absence. Examples of absences included in the ten (10) days would be hunting, attendance at State tournaments, college visits and family trips.

**ATTENDANCE REQUIREMENTS**

1. When a pupil is truant from class three (3) times in a semester and does not complete the compensatory work assigned by the teacher and serve the assigned detentions beginning on the day of return to class and on a daily basis until detentions are completed or serve the assigned Saturday Attendance or in-school suspension, he/she forfeits credit in that class for the semester. Students who complete make-up work and serve the detentions beginning the day of return to school and on a daily basis until detentions are completed or the assigned Saturday attendance will not lose credit.

2. A pupil who does not attend class a minimum of 85% of the time 77 of 90 days or 38 of 45 days for alternate day courses forfeits credit in that class for the semester if the compensatory work assigned by the teacher is not completed. Extended illness (three or more consecutive days) verified in writing by a physician may be exempted from the 85% requirement. Required form for physician's statement is available in the office. School sponsored activities are not counted against this requirement.
3. Truancy from a class, study hall, or homeroom results in a detention penalty also. Failure to serve detentions as soon as reasonably possible will result in further action by school authorities.
4. Students who are absent for extended illnesses (three or more consecutive days) are required to provide a physician's statement or a request for exemption from the attendance requirements for each illness. Required form for physician's statement is available in the office. The student must initiate requests for exemption from attendance requirements.
5. Students who accumulate excused absences for 15% of a school semester (or 13.5 days of a 90-day school semester) will be required to provide a physician's statement for any subsequent absences for illness during the school year unless exempted by the principal or designee because of a known extended illness or chronic illness.
6. Please note that both a parent call before 9:00 a.m. on each day of absence and a note explaining the reason for the absence when the student returns to school are required.

#### APPEAL PROCESS

Any exemptions to the attendance policy for reasons other than medical are considered only through the appeal procedure outline below.

1. The student or parent must initiate the appeal by requesting a hearing made in writing to the attendance officer or designee. This request must be submitted within five days of receipt of an action notice.
2. The hearing will be held within five school days after the hearing is requested. The hearing committee response will be issued the following school day.
3. The appeals committee will consist of the Principal, or designee, Counselor, and attendance committee members (3 teachers).
4. The appeals committee will consider the following in reaching a decision:
  - a. rationale presented by the student and parent or guardian;
  - b. extenuating circumstances
  - c. attendance history of the student
5. The decision rendered by the appeals committee is final and binding.

Approved: July 13, 2016