

Attendance Protocols - See Student Handbook for Full Attendance Procedures

Wisconsin State Law 118.15 states that regular school attendance is required. Per state law, parents are allotted 5 excused absences per semester.

Excused Absences

Students may be excused from school attendance for the following reasons:

- Illness of the students – a medical verification may be required in cases of excessive absence. A doctor's excuse is required for absences of three (3) days or more.
- Medical appointment – Such appointments are to be made, whenever possible, when school is not in session. If a student has an appointment during the day, the students should attend school before or after the appointment.
- Special events – An event with relevant educational significance may be approved by the principal.
- Special circumstance – Certain extenuating circumstances including religion holidays, legal proceedings, family crisis, etc. may be approved by the principal.
- If a student has a planned absence, a virtual day may be an option if arrangements have been made ahead of time. Virtual days require attendance is taken. Part of that attendance requirement is that assigned work is completed and turned in to receive attendance credit.
 - Approved family vacations (pre-approved planned absence) – We urge families to take family vacations when school is not in session. If this is not possible, please alert the office and teachers in advance of the vacation. Students are responsible for making up any schoolwork missed during vacations.
 - A family using virtual days for vacation can use up to 10 virtual days. If a vacation/preapprove absence is longer than the 10 days, days will be counted as excused if a student hasn't used their 5 allotted excused days. They will be counted as unexcused if they have used their 5 excused absences.

Examples:

- A family is going on a 15 day vacation. Assuming the student has not missed any days they will be able to use 10 days as virtual days and 5 days as excused vacation days
- A student participates in club hockey every Friday for the month of January. A parent puts in the vacation notice in December for each Friday. Those January Fridays can be virtual attendance once work is completed
- Students must be in attendance for the day in order to participate in after-school or evening events or for events which are to occur on a weekend following a Friday absence.

Virtual Attendance Days

- Preapproved Virtual Attendance days preferably have two weeks notice, but must have one week's notice to school administrator
- Virtual days must have work submitted within one week from the date of return to school.
- If student work is not completed, a virtual day will be changed to a vacation day or unexcused absence.
- Students will only be granted a total of 10 virtual attendance days for vacations per school year unless the reason for virtual attendance is medical and has a doctor's note.

Administrator Protocols for Absences

Days Missed	Action	Staff Member involved
7 days total	Approaching Letter - Letter they are approaching the 7 days Attendance Brochure mailed	District Secretary Administrator Counselor (FYI only)
10 days total	Truancy Letter #1 All absence after the 10 days will be marked unexcused unless a doctors note is given	District Secretary Administrator Counselor (meet with student to check in - meet with parent on request)
15 days	Truancy Letter #2 - Meeting required with administrator	District Secretary Administrator Counselor (meet with student to check in - meet with parent on request)
20 days	Truancy Letter #3 - Meeting with administrator and counselor - joint meeting Possible Referral to Walworth County Health and Human Services Administrator will bring truancy information to the Board's attention for possible Open Enrollment action	District Secretary Administrator Counselor *Board of Education notified for Open Enrollment discussion

Approved by the Board of Education on 9/18/2023