

Student Attendance Policy 5002

Per Wisconsin State Statute 118.15, all children between the ages of six (6) and eighteen (18) must attend school regularly until the end of the school term, quarter, or semester in which they become 18 years of age. Students under the age of 18 are required to attend school unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. It is the legal responsibility of the parent/guardian to ensure that their student(s) is in regular attendance.

KTEC High School has established policies regarding attendance, absence, and tardiness. Each year a record of attendance will be kept for each student. It will be noted in their permanent record and used for required state reporting measures.

Excused Absences

KTEC High School does not encourage parent excused absences because of lost instructional time. However, KTEC High School policy and Wisconsin State Statutes allow parent(s)/guardian(s) to excuse their student from school up to ten (10) days in a school year. An excuse from a parent/guardian is required for any student's absence from school. If absences become excessive because of an illness, a medical note from a licensed physician, dentist, or other qualified medical professional under Wisconsin law may be required for current and future absences. The following are excusable absences:

- Personal or family illness – a medical note may be requested after three (3) days absence.
- Death of a family member or relative or funeral attendance.
- Required legal appearances or temporary incarceration – the parent/guardian or court must notify the school of the reason for the absence and the exact dates of appearance or incarceration.
- Designated religious holidays.
- Health care provider appointments – effort should be made to schedule these appointments outside of school hours.
- Family emergencies
- Driver's examination
- Approved governance board-sponsored activities.

All other absences will be regarded as unexcused. Unexcused absences are any absence in which the parent/guardian has not excused the student from school, or the excuse does not meet the accepted excused criteria. Unexcused absences are considered truant.

All absences are subject to review by the KTEC High School principal or their designee. The KTEC High School principal has the authority to approve or deny any request. Their decision will be final.

For a student of a minor age who is to be absent from school, the parent/guardian must notify the school on the morning of the absence. Parent(s)/guardian(s) can call the KTEC High School main office phone number to report their student absent and provide a reason for the absence. Students of legal age can be responsible for providing absence excuses and notification.

Absences may be prearranged with the KTEC High School principal. Prearranged absences may be granted approval in situations such as family, group, or individual activities of significant benefit to the student to warrant absence from school. A written request by the parent/guardian or legal student must be provided to the school ten (10) school days prior to the prearranged absence. In emergency situations where a request for a prearranged absence is not possible, immediate contact with the KTEC High School principal or their designee should be made right away. Students who receive approval for a prearranged absence will be required to complete all assigned work for credit. Prearranged absences cannot exceed ten (10) school days in a school year.

Medical Absences

Medical absences may be excused by an authorized medical professional. An authorized medical professional under Wisconsin State Statute 118.15 (3)(a) identifies an authorized medical professional as a licensed physician, dentist, chiropractor, optometrist or psychologist or Christian Science practitioner living and residing in this state, who is listed in

the Christian Science Journal. Medically excused absences must indicate the specific date and time on which the student is excused from attending school. Extended medical absence is an absence that is three (3) or more consecutive days. For an extended medical absence, a statement from an authorized medical professional may be required.

Excessive excused absences that cumulate ten (10) or more school days, consecutive or not, may require medical documentation for any further absence to be excused. Without such documentation, the absence will be unexcused. Excessive unexcused absences will be considered truancy.

Parents/guardians will be notified of their student's excessive absences in the following manner.

1. First notice will be sent to the parent/guardian via email informing them their student is at risk for attendance. This notice will be sent when the student has reached five (5) days absent.
 - a. A copy of KTEC High School's attendance policy will be sent with the notice.
2. A second, formal notice will be sent to the parent/guardian via email and certified mail informing the parent/guardian their student is excessively absent.
 - a. A statement of the parent/guardian's responsibility under State law of the student to attend school regularly will be included, as well as a statement of the penalties, under State law or local ordinances that may be imposed on the parent if s/he fails to cause the child to attend school regularly as required by State law.
3. The parent/guardian will be requested to meet with school staff.
 - a. The notice will include the name of the school personnel with whom the parent should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five (5) school days after the date that the notice is sent, except that with the consent of the student's parent/guardian the date for the meeting may be extended for an additional five (5) school days.
4. A meeting will be held to inform parents/guardians of the attendance laws and procedures. A plan will be developed to improve the student's attendance.
5. KTEC High School will continue to notify the parent/guardian of any additional unexcused absences following the implementation of the plan. Subsequent unexcused absences will be considered truancy and will follow the procedures below.

Tardies

KTEC High School believes that being on time for school is a critical factor of student attendance. Students are expected to be in class at the start of the school day which begins at 7:15 AM. Parent(s)/guardian(s) are expected to report to the school's main office if their student(s) will be tardy for school. Students who are more than five (5) minutes late to class will be marked tardy. The KTEC Principal or their designee will determine whether the reason for tardiness is valid. Repeated tardiness will be reported to the student's parent/guardian and may be handled according to the same procedure as habitual truancy (see below).

Truancy

KTEC High School defines truancy as an unexcused absence for all or part of a school day without an acceptable excuse by a parent/guardian or the legal age student. If no acceptable excuse is provided to the school, it will be assumed that the student is truant. If an acceptable excuse is provided at a later time, the absence may be reclassified pending approval from the KTEC High School principal or their designee. KTEC High School will notify the parent or guardian of a student who is classified as truant. The school will direct the parent or guardian to return the student to school by the next day or provide an acceptable excuse. Upon returning to school following any type of absence including truancy, the school designee and student will have the responsibility to develop a plan for making up any missed work, quizzes, or examinations for full credit.

Habitual Truancy

A student who is "habitual truant" is absent or unexcused from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester. Plans and procedures for identifying truant students and returning them to school have been developed by the school administration. Truancy procedures may be initiated for students who are habitually truant. KTEC High School has procedures to be followed for notifying the parent(s)/guardian(s) of the unexcused absences of a student who is truant or habitually truant.

Any student who meets the definition of “habitual truant” and continues a pattern of non-attendance will be subject to the following procedures:

1. Informal notice will be sent to the parent/guardian via email informing them their student is approaching status as a habitual truant. This notice will be sent when the student has reached three (3) days of truancy.
2. Formal notice is sent to the parent/guardian via email and certified mail informing them of their child’s status as a habitual truant.
 - a. A statement of the parent/guardian’s responsibility under State law of the student to attend school regularly will be included, as well as a statement of the penalties, under State law or local ordinances that may be imposed on the parent if s/he fails to cause the child to attend school regularly as required by State law.
 - b. A statement that the parent, guardian, or child may request program or curriculum modifications for the child under s. 118.15 (1) (d). Wis. Stats., and that the child may be eligible for enrollment in a program for children at risk under s. 118.153 (3), Wis. Stats.
3. The parent/guardian will be requested to meet with school staff.
 - a. The notice will include the name of the school personnel with whom the parent should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five (5) school days after the date that the notice is sent, except that with the consent of the student’s parent/guardian the date for the meeting may be extended for an additional five (5) school days.
4. A meeting will be held to inform parents/guardians of the habitual truancy laws and procedures. A plan will be developed to improve the student’s attendance. The plan may include options such as, but not limited to, educational counseling support, curriculum modification, mental health supports, evaluation to determine whether learning or social problems may be a cause of the student’s truancy, etc.
5. Following the implementation of the support plan, the school will continue to notify the parent/guardian of any subsequent unexcused absences. Referral to Kenosha County Human Services will be completed upon continued habitual truancy.
6. Continued truancy cases will be referred to local law enforcement, Kenosha County Juvenile Court, and/or City of Kenosha.

Revised 06/26/2023

ORDINANCE NO. 50-04

TO CREATE SECTION 11.032 OF THE CODE OF GENERAL ORDINANCES, ENTITLED

TRUANCY

The Common Council of the City of Kenosha, Wisconsin, do ordain as follows:

Section One: Section 11.032 of the code of General Ordinances for the City of Kenosha, Wisconsin, is hereby created as follows:

11.032 TRUANCY

Pursuant to Section 118.163, Wisconsin Statutes, as may be amended from time to time, any person under the age of 18 years of age found to be a habitual truant as that term is defined under Section 118.15, Wisconsin Statutes, shall be subject to any of the following dispositions which are deemed to be available to the Municipal Court.

1. Suspension of the person's operating privileges for not less than thirty (30) days, nor more than one (1) year. The Court shall immediately take possession of any suspended license and forward it to the Department of Transportation, together with a notice stating the reason for and the duration of the suspension.
2. An order for the person to participate in counseling or a supervised work program or other community service work as described in Section 938.34(5g), Wisconsin Statutes. The costs of any such counseling, supervised work program or other community service work may be assessed against the person, the parents, or the guardian of the person, or both.
3. An order for the person to remain at home except during hours in which the person is attending religious worship or a school program, including travel time required to get to and from the school program or place of worship. The order may permit a person to leave his or her home if the person is accompanied by a parent or guardian.
4. An order for the person to attend an educational program as described in Section 938.342(1g)(f), Wisconsin Statutes.
5. An order for the Department of Workforce Development to revoke, under Section 103.72, Wisconsin Statutes, a permit issued under Section 103.70, Wisconsin Statutes, authorizing the employment of the person.
6. An order for the person to be placed in a teen court program as described in Section 938.342 (1g)(f), Wisconsin Statutes.
7. An order for the person to attend school.
8. A forfeiture of not more than Five Hundred (\$500.00) Dollars, plus costs, subject to Section 938.37, Wisconsin Statutes. All or part of the forfeiture, plus costs, may be assessed against the person, the parents, or guardians of the person, or both.
9. Any other reasonable conditions consistent with subsection 118.163(2), Wisconsin Statutes, including a curfew, restrictions as to going to or remaining on specified premises, and restrictions on associating with other children or adults.
10. An order for the person under formal or informal supervision, as described in Section 938.42(2), Wisconsin Statutes, for up to one (1) year.
11. An order for the person's parent, guardian or legal custodian to participate in counseling at the parent's, guardian's or legal custodian's own expenses, or to attend school with the person, or both.
12. An order for the person to report to a youth report center after school, in the evening, on weekends, on other non-school days, or at any other time that the person is not under immediate adult supervision, for participation in the social, behavioral, academic, community service, and other programming of the center as described in Section 938.342 (1g)(k), Wisconsin Statutes.

Approved February 27, 2023

Revised July 24, 2023