

Policies of the Board of Education

Series 400: Students

APPROVED LEGAL EXCUSES FOR STUDENT ABSENCE

430-Rule (2)

Absences, Excused by Advance Notice

1. When a parent/guardian knows of an absence in advance, a written note must be provided to the school stating the reason for the absence and the anticipated dates. A student may be excused in writing for any reason by his/her parent or guardian before an absence for no more than a total of ten (10) days in the school year.
2. Medical, dental, chiropractic, optometric or other valid professional appointments. Parents/guardians are requested to make appointments during non-school hours.
3. Religious holidays.
4. Family trips that can be taken only during the normal school term. The intent of this excuse is to provide opportunity for students to accompany their parents/guardians on a vacation which cannot be scheduled when school is not in session. A parent/guardian shall be required to notify the building principal or designee, prior to leaving on vacation of the pending absence. Student vacations or trips without parent/guardian accompaniment are excused only when advanced notice is given and if they are within 10-day limit designated by law.
5. A court appearance or other legal procedure which requires the attendance of the student.
6. Students in grades 6 to 12 will be excused for the purpose of sounding “Taps” during a military honors funeral for a deceased veteran.

Unanticipated Absences

The designated building attendance officer is empowered to approve a legal excuse to any student for the following reasons:

- 1) Evidence that the student is not in proper physical or mental condition to attend school or an educational program. The District may require the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuse shall be made in writing, shall state the period of time for which it is valid and shall not exceed 30 days.
- 2) An illness in the immediate family which requires the absence of the student because of family responsibilities.

- 3) A death in the immediate family or funerals for close relatives.
- 4) A quarantine as imposed by a public health officer.

School –Related Absences

- 1) Attendance at special events of educational value as approved by the principal, or designee.
- 2) Approved school activities during class time.
- 3) In school or out of school suspensions.
- 4) Expulsion from school.
- 5) Special circumstances that show good cause which are approved in advance by the principal, or designee.

Review of Unexcused Absence Decisions

- 1) A student that is marked as absent without a valid excuse or the parent or guardian of such a minor student, may request review of the attendance officer's decision by the building principal. The request must be in writing, clearly explain the reason for the absence and why it should be considered excused, and include documentation verifying the claim. The principal's determination shall be final.
- 2) If the Board revokes the enrollment of a student attending school in the district through the open enrollment program based on habitual truancy under Board Policy 423, Rule-1, the student or the minor student's parent or guardian may appeal the decision on open enrollment to DPI separately from any review of the determination on unexcused absences.

Adopted: January 1990

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Waunakee Community School District