

**CUMBERLAND SCHOOL DISTRICT
COMPULSORY STUDENT ATTENDANCE
431**

Students will attend school regularly during the full period and hours with the following exceptions where part-time attendance may be necessary or desirable:

1. Illness or impairment which makes full-time attendance impossible.
2. Enrollment in approved PSEO options in accordance with the Wisconsin Statutes 118.37.
3. An approved school-work training or work-study program.
4. Enrollment in any alternative public school or alternative programming approved by the school board or their designee (i.e. distance education).
5. Homebound study, including non-sectarian correspondence courses.
6. Enrollment in any non-sectarian private school or agency as approved by the school board or their designee.
7. Modifications within the student's academic program as a result of physical or emotional conditions which make participation impossible.

These provisions apply to children between the ages of 6 and 18 and remain in force until the end of the semester during which the child turns 18.

When a parent or guardian contacts the school to alert them that the student has moved, the school will drop them from enrollment upon this notification without waiting for a records request from another school district.

Legal Ref.: Wisconsin Statutes, Sections - 118.15,118.153,118.16,118.162,118.165

Cross Ref.: 431 Rule, Student Attendance Procedures
342.6, Alternative Programs
424, Policy for Private School and Home-Based Student Part-Time Attendance
Option

Adopted: April 20, 2000
Revised: April 26, 2004, December 14, 2004

**CUMBERLAND SCHOOL DISTRICT
STUDENT ATTENDANCE PROCEDURES
431 RULE**

It is the philosophy of the Cumberland School District that if students are to get the most out of their education, they must be in school as much as possible. With that philosophy in mind, the following rules are promulgated.

1. Excused Absences – All excused absences require parent/guardian verification.
 - a. Parent-Excused absences-parents are authorized to excuse their child from school attendance for any reason, up to a maximum of 10 days in a school year, provided they notify the school in writing, a minimum of two days prior to the absence. A phone call or personal contact from a parent or guardian prior to the absence will also be required to verify the absence. Students are required to obtain an advance make-up form from the office. All work must be made up prior to the absence unless other arrangements have been made with the instructor. Failure to follow procedure may result in an unexcused absence or detention. In addition, absences exceeding 10 days may be determined to be unexcused.
 - b. School Excused Absence
 1. Illness -- Verbal or written verification must be received within two working days.
 2. Court appearances -- School approved documentation received within two working days.
 3. Medical appointments -- School approved documentation received within two working days.
 4. Religious reasons.
 5. Special circumstances -- That showed good cause which are approved in advance by the principal.
2. Unexcused Absence
 - a. No verbal or written contact received from parent/guardian within two working days of the absence.
 - b. Excuses such as car trouble, missed bus, overslept.
 - c. When advanced make-up procedures are not followed.
 - d. Sign out and sign in procedures were not followed.
3. Absences for illness in excess of 10 days will require notice from a doctor or the absence will be considered unexcused.
4. An excused absence may become an unexcused absence if proper attendance procedures were not followed.

5. Parents/Guardians should call the school office by 9:00 a.m. on the day of the absence. A written notice from the parent/guardian explaining the absence is also required. **If no reason for the absence is received within two working days the absence will be considered unexcused.**
6. Truancy referrals will be based on Wisconsin Statutes 118.15.

Adopted: 03-18-91

Revised: 05-19-94, 10-14-96, 04-20-00, 07-30-01