

SECTION 265 ATTENDANCE

1. Daily attendance is required of any child enrolled per state statute. The person who has under his or her control a child enrolled in the Portage Community Schools shall cause the child to attend school daily. (WI Statutes 118.15)
2. The building principal or their designee of the school in which the child is enrolled shall be deemed the Attendance Officer for the purpose of administering Wisconsin Statutes 118.15 Compulsory School Attendance and 118.16 School Attendance Enforcement.
3. Re-admittance to school after an absence shall be on the basis of a signed written excuse or verified phone call from the parent or guardian regarding the cause of said absence.
4. Principals may require parents or guardians to provide the certificate of a physician on absences of more than three consecutive days or if contagious diseases are suspected, or if the health officer has declared a health emergency in the schools or its attendance areas, or for any day for which the reason for absence is questioned. Parents shall be notified by the building principal when such a condition exists.
5. Teachers shall emphasize the importance and necessity of good attendance. Classroom procedures and requirements shall be developed which reflect the effect absences have on student progress.

Approved - April 9, 1984
Revised - March 23, 1998