

**Memorandum of Understanding  
Waukesha South High School -  
Student Attendance & Parental/Guardian Responsibilities  
2014 - 2015**

**This Memorandum of Understanding is a notification between Waukesha South High School and the parent/guardians of a currently enrolled student. According to Wisconsin State Statute, and the School District of Waukesha, each student shall not be absent no more than 5 days of school (32 hours), during one semester of school. A total of 10 days, during the 2014-15 School Year (64 hours). If the student exceeds the hours of absence, the student is considered a “Habitual Truant” as per the School District of Waukesha & the State of Wisconsin.**

***School Policy - SCHOOL DISTRICT OF WAUKESHA***

**#5113 - STUDENT ATTENDANCE**

The School District of Waukesha believes that student attendance is of critical importance to success in school. Habits of good student attendance are skills developed over time that carry over into the world of work or further schooling once a student ceases to attend the School District of Waukesha.

In accordance with state law, all parents must cause children between six (6) and 18 years of age to attend school unless the child has graduated, is excused by the school attendance officer or is enrolled in an alternative program leading toward graduation. The responsibility for monitoring and encouraging attendance is shared by the parents, schools and the community.

The superintendent shall develop guidelines for student attendance that include the following:

- parent, student, teacher and administrator responsibilities
- definitions of excused absences and trancies
- notification procedures
- truancy filing
- any public information necessary to implement this policy

The superintendent is authorized to grant reasonable exceptions to this policy and guidelines as long as the spirit of the state statutes and this policy is maintained.

***Also see: #5113G - GUIDELINES FOR STUDENT ATTENDANCE***

**Wisconsin State Statute -**

**118.16 School attendance enforcement**

(1) In this section:

(a) "**Habitual truant**" means a pupil who is absent from school without an acceptable excuse under sub. (4) and s. 118.15 for part or all of 5 or more days on which school is held during a school semester.

(b) "School attendance officer" means an employee designated by the school board to deal with matters relating to school attendance and truancy. "School attendance officer" does not include an individual designated under sub. (2m)(a) to take into custody a child who is absent from school without an acceptable excuse under s. 118.15 unless that individual has also been designated by the school board to deal with matters relating to school attendance and truancy.

(c) "**Truancy**" means any absence of part or all of one or more days from school during which the school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of s. 118.15.

**Consequences:**

**Failure to comply with the above attendance expectations set by the School District of Waukesha and the State of Wisconsin will/could result in the following consequences (in no particular order):**

- **5 Day Letter of absence from school (Automatically sent after 32 periods of absence)**
- **10 Day Letter of absence from school (Automatically send after 64 periods of absence)**
  - **After 10 accumulated days of absence a doctor must excuse the student absence from school in writing.**
- **Regular & Monday Extended Detentions**
- **In-School Suspension**
- **Municipal Citation Truancy Ticket**
- **Waukesha County Truancy Referral**

***I agree to the above information, that I have read and understand the rules and roles of being a student and parent in attendance of Waukesha South High School.***

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_/\_\_\_/\_\_\_  
(Date)

\_\_\_\_\_  
(Student Signature)

\_\_\_/\_\_\_/\_\_\_  
(Date)

\_\_\_\_\_  
(PRINT STUDENT FIRST & LAST NAME)

\_\_\_\_\_  
GRADE

\_\_\_\_\_  
STUDENT ID #

