

POLICY 5311  
SUMMER SCHOOL

Students shall attend classes during the full period and hours that they are assigned.

The District shall establish regulations pertaining to attendance, absence, tardiness as the basis for excused absences. These regulations shall be published by the principal/designee and disseminated to students and parents/guardians.

The principal shall have the authority to approve or deny any request to permit a student to leave the building during school hours.

LEGAL REF.: Wisconsin Statutes  
Sections: 118.04 Summer Classes

RULE 5311  
SUMMER SCHOOL

A record of attendance will be kept for each student. Each teacher will keep an accurate, daily record of each student's attendance including absence and tardiness, and shall submit a report as directed by the principal.

1. Absences

A student's absence may be excused by the principal for sufficient reasons such as personal illness, illness in the immediate family or death of a family member or relative.

a. It is the responsibility of the parent/guardian to notify the school during the morning of the day his/her student is absent. If such notice is not given it shall be assumed the absence is unexcused. The school shall notify the parent/guardian or designated adult of such absence as soon as possible but no later than the end of the second school day after receiving a report of an unexcused absence. The notice may be made by personal service, mail, or telephone call of which a written record is kept.

b. Maximum Allowable Absence From Summer School

1. High School

During the eight week summer session, students will be allowed a total of four absences, two each from a four-week session. These absences include those that are excused and/or unexcused.

With permission of the principal, students enrolled in an eight-week program may miss four days in either four-week session, provided the absences are due to participation in a school-sponsored activity. However, in all cases students will not be allowed to exceed the maximum number of four excused or unexcused absences during the eight-week summer school session, or the maximum of two absences if they are only enrolled in one four-week session.

RULE 5311  
SUMMER SCHOOL  
Page 2

Tardy to Class - The teacher will determine the validity of the reason for the delay to class. If the reason is judged to be invalid, the teacher will ~~admit~~ <sup>take</sup> the student to class and take remedial action to prevent the tardiness in the future, i.e., conference with student, detention after school, phone call to parent/guardian, etc. Should these techniques ~~solve~~ <sup>fail to</sup> solve the problem, the student may be sent to the office with a written referral form and the principal ~~or~~ <sup>designee</sup> will take appropriate remedial action.