

## Instruction

### Minimum Program and Attendance Requirements for Full-Time Students

#### 1. High School

All high schools on a block schedule: students are required to be programmed for a full 4-period day which encompasses 4 class periods and lunch. Schools not on block schedule: students are required to be programmed for a full 8-period day which encompasses a minimum of 7 class periods and lunch.

- a) Study halls (if scheduled) count as a class period.
- b) An Off-Campus involvement in a college or technical school course counts as a class period.
- c) Assignment and required attendance in Resource Centers (if scheduled) counts as a class period.
- d) Participation in a Youth Apprenticeship or Co-op program counts as a class period.

2. The Chief Academic Officer, the Executive Director of Special Education, the Director of Student Services, the Directing Principal or their designees would have the authority to place a high school student on a part-time schedule if either his or her behavior, emotional state, etc., indicates that this would be in the best interest of the student and/or of the other students in the school. *(The decision to place a special education student on a partial day must be part of an IEP decision and shall not be for the purpose of managing behavior.)*

#### 3. Request for Waiver

Senior students who will earn enough credits during their senior year to graduate without being enrolled for a "full day" will have an opportunity to request a waiver of the requirement. This waiver would only apply to any credit beyond the minimum of being enrolled all year for 4 class periods under the 4 period day. The request for waiver must be initiated by parents and submitted to the Academy Principal no later than the first Friday of the school year. The form "REQUEST for AUTHORIZATION for PARTIAL ATTENDANCE" must be used and sufficient information must be supplied by the parent so that an educationally sound decision can be made.

Some reasons for possible waiver would include:

- a) Financial need in family and student's need to contribute by working.
- b) Student financial need to cover expense of post high school education plans or to cover living expense if self-supporting.
- c) Student is enrolled in several demanding courses on a college prep level and needs relief to devote adequate time and preparation to those courses.

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- d) A student who is actually enrolled in a college or technical school program on a part-time basis.
- e) A severe physical or emotional problem that would limit or prevent the student from handling the demands of a full day. *(Request must be approved by the Director of Student Services or the Executive Director of Special Education.)*
- f) If an educationally sound program cannot be supplied - i.e. college bound students are forced to fill school day with courses that have no relevance to them.

### 4. Appeal Procedure

All parent requests for waivers will either be approved or disapproved by the Academy Principal. If the parent wishes to appeal a disapproval, they may follow the parent complaint procedure as outlined in Board of Education Policy 6144.36.

### 5. Middle School

Middle school students shall attend school while scheduled classes are in session unless a school principal, Chief Academic Officer, Director of Student Services or the Executive Director of Special Education waives such requirements in light of a student's special educational, emotional or social needs. *(The decision to place a special education student on a partial day must be part of an IEP decision and shall not be for the purpose of managing behavior.)*

### 6. Elementary School

Elementary school students, grades K-5, shall attend school while scheduled classes are in session unless a school principal, Chief Academic Officer, Director of Student Services or the Executive Director of Special Education waives such requirement in light of a student's special educational, emotional or social needs. *(The decision to place a special education student on a partial day must be part of an IEP decision and shall not be for the purpose of managing behavior.)*

Unless enrolled in a full day program, three and four year old kindergarten or pre-school children, shall attend school on a half-day basis.

Legal Reference: Wisconsin State Statutes 118.15 (1), (3)

Policy adopted:	December 11, 1978	Policy revised:	December 20, 1982
Policy revised:	May 16, 1983	Policy edited:	January 8, 1996
Policy reviewed:	August 21, 2000	Policy revised:	March 19, 2001
Administrative Regulation revised:	July 16, 2018		