

# ATTENDANCE

## Student Right

Each student has a right to receive an education that fosters personal growth and prepares one for adult roles.

Each student has the right (within limits) to make up school work due to an excused absence.

## Student Responsibility

- A. Students may not be absent more than 10 days per year.
- B. Students are required to attend and to be on time for all of their scheduled classes, homerooms, study halls, assemblies and lunch periods unless they have obtained permission and a pass approved by the principal, attendance officer or designee.

## Parent Responsibility

- A. All excused absences require parent/guardian/legal custodian verification by telephone or written note, which is to be submitted to the principal, attendance officer or designee **in advance of the absence or by 3:30 p.m. on the day the student returns to school**. The school reserves the right to request both a telephone call and a written note as circumstances warrant.
- B. The responsibility for regular school attendance and arriving at school on time rests upon the student's parent(s) or guardian.
- C. An absence for which an acceptable telephone call or note has not been received by the school by 3:30 p.m. on the day the student returns to school will be considered unexcused (truant).

## School Responsibility

- A. If a student is absent, the school will attempt to call home, work, or other contact numbers.
- B. When a student has been absent more than ten days per year or absent unexcused part or all of 5 days during a semester, a notification letter will be sent to his/her parent or guardian.

When the student becomes a "habitual truant" (a student absent unexcused for part of all of 5 or more days on which school is held during a school semester), notice must be given by certified or registered mail.

## School Policy/Regulation

STUDENTS MAY NOT BE ABSENT MORE THAN 10 DAYS PER YEAR.

- A. Excused within the 10 day limit
  - 1. 1. Parent's request for the child(ren) to participate in a family vacation. The intent of this statement is to provide opportunity to students to accompany their parent(s)/guardian on a vacation which cannot be scheduled when school is not in session. A parent/guardian shall be required to notify the principal or designee prior to leaving on vacation of the pending absence. Failure to make prior notification of the vacation shall result in absences being unexcused. Vacations are only excused within the 10 day limit. The procedure for obtaining pre-approved absences is as follows:
    - a) a) The student must obtain a homework request form from the office, get initial approval from the attendance officer, have each teacher sign the form with a list of assignments to be made up, and return the form to the office for approval. Work that has not been completed upon request must be submitted at a time agreed upon by student and teacher.
    - b) b) Teachers have the discretion to recommend approval of the pending absence or not, depending on the student's status in that class.
    - c) c) Failure to follow these guidelines may result in an unexcused absence. The student may not be allowed to make up any work or tests that occurred during the unexcused absence.

2. 2. Juniors and Seniors will be allowed excused college visitations providing the college verifies the visit and the absences are within the 10 day limit.
  3. 3. Illnesses verified by the parent/guardian are considered excused within the 10 day limit.
- B. B. Excused absences outside the 10 day limit
1. 1. Religious holiday
  2. 2. As provided in Statute 118.15(3)(a), written medical excuses provided by a licensed physician, dentist, chiropractor, optometrist, county health officer, psychologist, or Christian Science practitioner are exempted and not counted toward the 10 day limit. If the written medical excuse is to be used to excuse the absence within the ten day limit, it must be submitted by 3:30 p.m. on the day the student returns to school.
  3. 3. A death in the immediate family or funeral for close relatives
  4. 4. A court appearance or other legal procedure which requires the attendance of the student. The absence will only be excused for the time required for travel and the appearance
  5. 5. School ordered suspensions
  6. 6. The principal or his/her agent has authority to waive aspects of this policy in special cases when he/she determines that exceptional circumstances exist.
- C. C. **Any absences not described by the parameters above will be considered unexcused.**
- D. D. **Students may be assigned 6 detentions for a full day unexcused absence and 3 detentions for a half day unexcused absence. All attendance-related detentions will be issued by the office.**

If a student comes to school after 4<sup>th</sup> hour begins, they will be marked absent for ½ day. Students who are absent after 4<sup>th</sup> hour for the rest of the day will also be marked absent for ½ day. These ½ day absences will be added to the students total number of days absent for the year.

Participation in any after school extracurricular event requires that a student be in attendance at least for the last five hours of the day. A student too sick to be in school will be considered too sick to be at after school activities.

(Note: If a student is gone with an excused absence other than an illness, the student may be allowed to participate in extracurricular events on that day.)

### **Make-up work**

- A. A. All students with **excused absences** shall be given the opportunity to make up work missed in accordance with the following guidelines.
1. 1. It is the student's responsibility to contact the teacher(s) to make arrangements for making up work missed during an absence from school. A planned absence form is required for planned absences.
  2. 2. Students who miss classes for reasons that are determined to be excused shall be given the opportunity, whenever possible, to make up work missed when they return to school.
  3. 3. Teachers shall be asked to grant the number of days absent plus one for make-up time for work assigned **during** the absence(s) (other than pre-approved absences). Long-term assignments will be due at a time determined by the teacher.
  4. 4. Examinations missed during an excused absence shall be permitted to be taken at a time mutually agreed upon by the student and the teacher.

- B. B. Students who are truant or have an unexcused absence shall not be given credit for class make-up work. A grade of “zero” or “F” may be given for that class period providing all other students in the class receive a grade or credit for that day. Students **may not** make up any exam, quiz, grading period test, or other course work missed during an unexcused absence.
- C. C. As provided in Wisconsin Statutes 118.16(1m), 118.16 (4)(b), and 120.13, students with suspensions shall be permitted to take any exams, tests, or complete any coursework missed during that period of suspension. Work must be made up on the first day of return from suspension. Students will be required to take **semester exams** as scheduled deferring the suspension until after the exam period unless the suspension results from a safety related issue.

#### **Action**

If a student is not present and the reason for the absence has not been reported, school personnel will try to contact the parent.

The unexcused absent and/or parent/guardians of students who are unexcused absent are subject to, but not limited to:

- • Notification
- • Referral for evaluation
- • Personal conference
- • Detention
- • Suspension
- • Referral to the District Attorney for truancy

#### **Unexcused tardies**

Excused and unexcused tardies will be classified based on state guidelines. Unexcused tardies will be handled in the following manner:

One detention will be assigned for each unexcused tardy. After five unexcused tardies are accumulated, a face-to-face parent conference will be held to address the problem.

School Board Policy 431 Rule