

# ATTENDANCE

## **ANTICIPATED ABSENCES (BOARD POLICY 5200)**

A student who is excused in writing by his/her parent/guardian in advance of an absence will be excused from attendance at school. Anticipated absences require parent or guardian notification by note, email or phone call, to the office. A student may be excused by the parent/guardian under this provision for not more than 5 days per semester and 10 days during a school year. All assignments are the responsibility of the student. Anticipated absences are allowed for the following reasons: family activities and pressing personal business. Any student not following the above procedure, may be marked unexcused absence (see unexcused absences below).

## **ATTENDANCE POLICY**

Schools are required by State Statute (118.15) to observe the compulsory education law which requires all students to attend school regularly until the end of the school term, quarter or semester of the school year in which the child becomes 18 years of age. Regular attendance is an important element for your success and is the responsibility of parents/guardians and the students.

The following reasons are considered **EXCUSED ABSENCES**. The student will be permitted to make up missed worked:

1. PERSONAL illness if there has been 5 days or less of absences in current semester or medical documentation
2. Serious illness or death in the immediate family
3. Religious observance
4. Required court appearance
5. Health and professional appointments with professional documentation provided to the office
6. Special cases of an emergency nature at the discretion of the Administration
7. Scheduled college visit or job shadow experience.

## **ATTENDANCE PROCEDURES (S. 118.16)**

1. Students are expected to attend all of their classes daily, be in assigned rooms and remain in the school from 7:50 a.m. until 3:10 p.m. Parents/guardians are strongly encouraged to monitor daily student attendance through the parent portal of Powerschool. Students who do not report to their assigned classroom or stay in their assigned classroom may be considered truant.
2. Students who are absent or tardy are to have a parent or guardian call the school office at (386-4404 ext. 2009) or email [attendance@dodgeland.k12.wi.us](mailto:attendance@dodgeland.k12.wi.us), before 8:30 a.m. to inform school office personnel of the student's absence AND reason for the absence. Failure to do so will activate the automatic attendance calling feature of the school. If a student is unable to access work on their iPad in Schoology, parents may contact the office to pickup work. Most school work is available electronically through Schoology.
3. Parent-excused absences must be made within 2 days of the absence. In addition, any professional documentation for an excused absence shall be turned into the office within 2 days. After 2 days, the absence may be recorded as unexcused if no documentation is provided within these timelines.
4. Students who are tardy to school are to immediately report to the school office upon arrival.
5. Students who must leave the building during school hours, are required to provide a note signed by a parent/guardian *prior to the start of the school day to the HS office*. The student will receive a pass to be shown to the teacher who will release the student at the appropriate time, and the student will then sign out in the office. Students who become ill during the day will need parental/guardian permission before signing out in the office. Whenever possible, parents are encouraged to make professional appointments when school is not in session.
6. Students should not arrive at school before 7:30 A.M. unless they are meeting with a staff member.

7. Students who are not active in after school activities, must leave the building by 3:30. Students may not stay after school to work in the commons unless supervised by a faculty member.
8. Students who are ill or truant are not allowed to attend extra-curricular activities. (i.e. sporting events). Event supervisors may ask students to leave who were not in attendance on the day of an event.

The following reasons are considered UNEXCUSED ABSENCES:

1. **TRUANCY:** includes skipping an individual class, not attending an assigned class, leaving the closed campus school any time during the day (including lunch time) without prior administrative approval, oversleeping, car problems, work etc. Any appointments other than medical or emergency situations will be considered unexcused absences unless excused by administration. Students may not be allowed to make up daily missed work due to an unexcused absence; however, will be allowed to make up any summative assessments impacting their grade. The student is notified of his/her truancy and may result in parent notification. Students will be assigned a 15 minute detention for each class period they are marked truant. Continued truancy may lead to Habitual Truancy referral.
2. **EXCESSIVE ABSENCES:** For the purpose of this section, excessive absences shall mean a student who is absent from school for part or all of 5 or more days on which school is held during a school semester. Upon written notification of the student's excessive absences, a written statement from a medical or religious professional WILL be required the day the student returns to school from his/her illness. Absences not accounted for in this manner will be considered truant.
3. **TARDINESS:** Tardiness interferes with instruction and student learning. Students are expected to be on time for classes as determined by teachers with two feet in the door. Class start time is established by the time on the teacher iPad/computer. Each teacher will develop a tardy policy for handling tardies in their classroom. **After 6 tardies total per quarter, a student will be assigned a 15 minute detention. Every tardy thereafter, an additional 5 minute detention will be assigned. Students with outstanding detention time to be served may be ineligible to participate in any co-curricular activities or school related activities until detention time is served or administrative approval. This may include athletic events, field trips, assemblies, club activities, etc. Parents will be notified if their child is assigned an after-school detention.**

### **HABITUAL TRUANCY**

Consistent and persistent willful violation of school attendance policies will result in appropriate disciplinary action and referral for Habitual Truancy to law enforcement and human services, which is defined as missing part or all of 5 or more days on which school is held for the semester.

### **ATTENDANCE LETTERS**

Attendance letters are sent out of concern to advise parents/guardians of their child's absence. If a student has 5 unexcused absences or 5 excused absences parents will be notified by letter of the requirement to have a professional/medical excuse for any absence in the remainder of the semester. Letters/contacts will also be made to request a parent meeting/discussion if habitual truancy continues.

### **MAKE-UP WORK**

The time allowed for make-up work will be equal to the time absent; i.e. if you are absent (4) days, the student will be given (4) days to make up the work. Advance Make-Up Work for anticipated absences lasting more than three days must have a parent/guardian note/contact in the High School office. Parents/guardians need to be aware that absences of this nature may adversely affect your child's learning and grades.