

ATTENDANCE

ANTICIPATED ABSENCES (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 MS/HS office. A student may be excused by the parent/guardian under this provision for not more than 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 10 Days or less with 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

ATTENDANCE PROCEDURES (S. 118.16)

1. Students are expected to attend all of their classes, be in assigned rooms daily and remain in the school from 7:50 a.m. until 3:05 p.m. Parents/guardians are strongly encouraged to monitor daily student attendance through the parent portal of PowerSchool.
2. Email attendance@dodgeand.k12.wi.us or leave a voicemail at (920) 386-4404, ext. 2009, before 8:30 a.m. to inform school office personnel of the student's absence and reason for it. 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 in to the office within 2 days. After 2 days, the absence shall be recorded as unexcused if no documentation is provided.
4. Students who arrive tardy to school after 7:50 are to immediately report to the school office upon arrival.
5. Students who must leave the building during school hours are required to provide parent/guardian notification **prior to the start of the school day to the MS/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 doctor or dental appointments when school is not in session.
6. Students should not arrive at school before 7:35 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 pm. 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 a student to leave if they were not in attendance 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.

2. **EXCESSIVE ABSENCES:** For the purpose of this section, excessive absences shall mean a student who is absent from school for 10 days within a school year. A written statement from a doctor WILL be required the day the student returns to school from his/her illness. Absences not accounted for in this manner will be considered unexcused.

Attendance Letters – Attendance letters are sent out of concern to advise parents of their students' absences.

Parents/Guardians will receive letters indicating when a student has reached 8 of the 10 allowed parent excused absences and again when they have utilized all 10 parent excused absences. Once a student has used all 10 excused absences, additional letters will be sent once they have reached 3 days unexcused and 5 days unexcused. At that time, a letter will be sent requesting a meeting with the parents/guardians for a truancy meeting. Once a student reaches 6 days of unexcused absences, either a referral to Dodge County Human Services or to Juneau Police Department for a citation will occur.

3. **TARDINESS:** Tardiness interferes with instruction and student learning. Students are expected to be on time for all classes, including ARP / study halls. All tardies will count as unexcused absences. 8 tardies will equal one full day of unexcused absences which will count towards a student's truancy.

Behavior Intervention Plan (BIP) may be developed if truant and/or tardy behaviors continues.

Tardies will be monitored on a weekly basis. Tardy totals will start over at the beginning of every semester.

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 10 or more days of the school year.

Illness

The office staff may handle illness/injuries which take place at school, and when necessary, notifies parents in the absence of the school nurse. When students are ill they should be kept home. Sick children need quiet rest to recuperate. We are unable to provide the down time they need here at school. When they return to school they should be well enough to participate in normal school activities unless a written statement from the physician limits participation.

Keep Your Child Home If He/She Has:

-**Fever** – A temperature of 100 degrees or more.

-**Diarrhea** – Increased number (3 or more) of abnormally loose stools in the last twenty-four hours. Abdominal cramping may accompany loose stool.

-**Persistent or Uncontrolled Cough** – if your child is unable or unwilling to appropriately wipe their own noses or cover uncontrollable cough or sneezing, the child should be kept home to protect others from exposure.

-**Vomiting** – If your child has vomited during the night or that morning.

-**Eye/Nose Drainage** – yellow/green thick and draining.

-**Sore Throat** – Especially when fever, redness, and/or swollen glands in the neck are present.

-**Earaches** – Especially if history of ear infections exists. If a child has an elevated temperature, is tugging or digging in ear, and/or is sitting holding affected ear in hands.

-**Appearance/Behavior** – child looks or is acting differently than usual, unusually tired, pale, lacking appetite, or is irritable, whiney.

-**On antibiotics less than 24 hours.**

When children become ill at school they report to the nurse's office. If any of the above listed conditions are present, office personnel will contact parents, guardians or their designees if the child is too ill to remain at school. Ill children should be picked up promptly once the contact person has been notified. The school does not have the capability to keep ill children at school. If the parent/guardian is not available, the contact person listed on the Emergency Card will be notified. **At least one of the persons listed on the Emergency Card should live within a 15-mile radius of the Dodge County Schools and have transportation resources, in case they are called upon to pick up an ill child. Please keep the Emergency Card information up to date!** Any student that is picked up early from school due to illness must stay home from school the following school day unless it is a Friday. This day is medically excused by the school nurse. Any student absent from school may not participate in extracurricular activities that day or evening as well.

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.

BEHAVIOR/DISCIPLINE

The DodgeLand High School faculty and administration firmly believes that learning can best take place in an orderly environment. Behavioral/Employability skills will be taught and assessed using a defined rubric. This will provide students with a rating of Beginning, Developing, Proficient or Advanced in the work habits of Prompt and Prepared, Polite and Positive, Persistent and Productive.

However, if a student chooses to exhibit behavior that disrupts the intent of the school environment, violates the rights of others, or in some way is detrimental to his/her own well-being, then a teacher, administrator or authorized school personnel may choose an appropriate consequence in order to motivate a student to rethink and redirect their choices.

However, when a student's behavior runs contrary with Board Policy, building procedures, Federal, State, or Civil Law, appropriate disciplinary action will be taken to safeguard the health and safety of each student and District employee. Appropriate action may include written or verbal advisory, parent notification, detention, suspension (In School or Out of School), referral to law enforcement, student behavioral contract or expulsion. A suspended student will, however, be permitted to take any quarterly, semester, or grading period exams and make up other classroom work missed during the suspension, and these scores will be averaged into the final course grade. Any code of conduct violations may result in additional penalties if the student falls under the extra-curricular and/or athletic code.

It is the student's responsibility to be familiar with the rules and guidelines of the school as well as the rules and guidelines of their individual classrooms. Rules are enforced in the best interest of all students and District employees.

High School faculty will submit three different types of student behavior referrals when unacceptable behavior occurs from students: documentation, minor and major.

- **Documentation referrals** are recorded to track student behaviors that occur which do not warrant an immediate consequence. If a pattern of behavior is identified, an advisory discussion will be held with the student and the teacher followed by notification of parents/guardians.
- **Minor referrals** are recorded to document student behaviors that occur and are addressed by a faculty member or administration. Corrective actions may include: advisory, held after class, parent contact by the teacher, lunch detention, etc.
- **Major referrals** are recorded to document student behaviors that endangers the safety of others, use of profanity, repeated behavior occurrences, etc. Corrective actions may include lunch or after school detentions. Repeated major referrals may also result in an in-school suspension and a student/parent/administration meeting.

If a behavioral incident (or pattern of behavior) is deserving of a referral to the office, parents will receive notification from the teacher of the incident and disciplinary action taken. If the misbehavior deserves the immediate attention of parents, attempts will be made to reach parents by phone. Please note, all referrals made to the office result in a principal meeting with the student to review the incident. Office action regarding the referral will be based upon the reported information on the referral and any new information resulting from the meeting with the student and/or other individuals. Consequently, when a behavioral referral is made from the office, it verifies that misconduct deserving parent attention has occurred.

The nature of the parent response to a behavioral referral from the office will influence what the child learns from the experience. Parents, who work with school personnel in a constructive spirit to resolve the problem, will model an appropriate way to solve problems and reinforce in their child that misbehavior is unacceptable.