

Attendance Policy

In order for a student to be excused for an absence from Cadott Jr./Sr. High School it is expected that a parent will call the school and notify them of the absence between the hours of 7:30 a.m. and 9:00 a.m. The parent/guardian is required to submit a written explanation for the absence upon the child's return to school. In order for an absence to be excused the absence must be acceptable according to state guidelines, which include illness, doctor appointments, death in the family, religious observance, court appearances, extreme weather conditions, emergencies, and pre-arranged absences approved by the principal. Notes that come in from parents that do not clarify an absence will be returned to students. The student should bring the note home, have their parent/guardian clarify the reason they were absent, and return the note to school the following day.

Students that wish to participate in school activities must attend classes the entire school day of the practice/event. If there are extenuating circumstances as to why a student has been absent from school, notify the principal immediately. Notifying the principal in advance to these extenuating circumstances (if known) may help avoid some problems with eligibility in the future. It will be up to the principal to decide whether or not the student is allowed to participate in the school activity.

[Philosophy and Wisconsin State Statutes regarding attendance.](#) Includes philosophy, school attendance officer, definitions, make-up work, administrative procedure, co-curricular participation and attendance, home notification of absence, and absence during the day appointments information.

1. *PHILOSOPHY*-In accordance with state law, all children between 16 and 18 must attend school full time until the end of the term, quarter, or semester in which they become 18 years of age unless they have a legal excuse.

Regular attendance and promptness are essentials of good performance on any job. Absence from school is the greatest single cause of poor achievement in school. If a pupil is not regular in attendance, his/her performance lags, he/she loses interest and tends to fall behind. The home and the school should regard it a prime responsibility to assist young persons to develop good habits of attendance.

2. *SCHOOL ATTENDANCE OFFICER*-For the purposes of this policy and Wisconsin Statute 118.16, building principals are designated as attendance officers for the Cadott Community School District.

3. *DEFINITIONS*

A. **Absence** is defined as missing part or all of one or more days; excused or unexcused.

B. **Tardiness** to school, according to state law, is regarded as an absence (s.s 118.16 (b))

C. **Excused absence**-An excused absence must be acceptable according to state guidelines, which include illness, doctor appointments, death in the family, religious observances, court appearances, extreme weather conditions, and emergency or pre-arranged absences approved by the principal. **Students are limited to 10 absences per school year.**

Excused absences must be documented by a written explanation at the time the student returns to school unless the absence has received approval in advance from the principal. Students have 3 days after they return to school to turn in a note or an excused absence turns into truancy. Doctor, dentist, court, etc. need professional verification (unless the student is signed in

or out by a parent/guardian for the appointment) after the 10 excused absence limit has been reached.

A pre-arranged absence is defined as a student being absent for other than an excused reason and having received approval **in advance** from the principal. Examples of pre-arranged absences are; deer hunting and extended family vacations with one or both parents. Students must be passing all classes in order to be approved for pre-arranged absences. (This would include special pre-arranged trips such as band trips, incentive trips, or other non academic field trips.)

Students should always sign in and out at the school building office when they leave and return to school.

D. Unexcused Absence/Truancy An absence is considered unexcused if it does not qualify as an excused or pre-arranged absence. Unexcused absences include, but are not limited to: work (except for approved school board programs), babysitting, shopping, haircuts, beauty appointments, job interviews, car trouble, oversleeping, and personal business. Failure to make arrangements in advance will result in an unexcused absence.

E. Habitual Truancy Students who are absent from school without an acceptable excuse. "Habitual Truant" means a pupil who is absent from school without an acceptable excuse under sub. (4) and s. 118.15 for part or all of 5 or more days on which school is held during a school semester

4. MAKE-UP WORK

Students with excused absences are entitled to make up the work and are responsible for doing so. A student will have the number of days absent plus one for make-up time.

Students with unexcused absences will not be allowed to make up daily work. Students may take major exams and turn in projects following an unexcused absence.

For pre-arranged absences, the student is obligated to make arrangements with his/her teacher in advance regarding make-up work. Any student excused in writing by his or her parent before the absence (pre-arranged) will have the number of days absent plus one day for make-up time. A child may not be excused for more than 10 days in a school year under the paragraph 118.15(3)(c).

Absence from school during the last two weeks of the school year is strongly discouraged. Excused absences from school prior to the end of the school year will be granted only after approval by the school principal. Such requests must be supported by valid reasons and written parental request. Students who leave school prior to the end of the semester will not be allowed to take final examinations early and will be given incompletes until both the following requirements are satisfactorily met: 1. The student completes all regular course requirements. 2 The student takes all final examinations.

5. ADMINISTRATIVE PROCEDURE

Unexcused absences/Truancy-Parents/guardians will be notified as soon as it has been determined that an attendance problem does exist. This will occur after the student's 3rd unexcused absence. A certified letter will be sent to the parents to meet with the administrator to discuss the truancy issue. After the 5th unexcused absence, a letter will be sent to the parent/guardian which identifies the student as a habitual truant and that a legal referral will be made to Chippewa County Juvenile Intake.

6. CO-CURRICULAR PARTICIPATION AND ATTENDANCE

A student must be in school attending classes during the entire day in order to participate in school activities UNLESS THE SCHOOL PRINCIPAL IS NOTIFIED IN ADVANCE AS TO EXTENUATING CIRCUMSTANCES THAT MIGHT PREVENT COMPLIANCE. A final determination as to whether a student will be allowed to participate in a school activity will be up to the discretion of the principal.

7. HOME NOTIFICATION OF ABSENCE

The day students are absent from school, the parent or guardian is requested to notify the school of this absence between 7:30 a.m. and 9:00 a.m. While calling their children in absent a parent may request homework at this time. Homework cannot be gotten for the current day if the phone request is received after 10:00 a.m. **If the school has not received a call from home, the school will call the home to insure the continued education of students who are ill.** By state statute, parents/guardians are required to submit a written explanation for any absence. Written notification must accompany the child when they return to school.

8. ABSENCE DURING THE DAY APPOINTMENTS

Whenever possible, students and parents are requested to schedule medical, dental and other appointments during non-school hours. If an absence should be required during school hours, the student must present an excuse from a parent or guardian to the Attendance Secretary, stating the nature, time and date of the appointment. A follow-up phone call to the parent/guardian may be made at this time by a school official, and an administrator may be consulted to verify the excuse. A pass to leave the building will then be issued. The time listed on the pass is the time the student will be dismissed from school. The student is to show this pass to the teacher in charge during the hour in which the student asks to be dismissed. This pass must be signed by an adult listed on the pass. Upon returning to school, the student must present this signed pass to the Attendance Secretary. The student will then be given a pass for admittance to class.