

## ATTENDANCE PROCEDURES

430-Rule (1)

### Absence Procedures

- 1) Parents/guardians should call the school on the morning of an absence.
- 2) Students are to bring a written statement from home upon their return. This note is to be signed by their parent/guardian, properly dated, and stating the reason for the absence. (Without a written note the absence is unexcused until clarified).
- 3) Students returning to school are to pick up an absence slip from the middle school office or high school in the morning. At the elementary/intermediate schools (grades K-6), students report back to their homeroom teacher.

Students absent for less than a full day are expected to pick up their absence slip upon their return to school. (Any absence which exceeds a two-hour time period will be counted as one-half day absent).

### Anticipated Absence

- 1) If a student needs to be absent from school and his/her parents/guardians know in advance, the student is to obtain an anticipated absence form from the school office or high school attendance office. The absence request must be made in writing in advance of the absence and provide sufficient time for the student to obtain coursework from all of his/her teachers. All coursework shall be completed according to school guidelines for the absence to be excused.
- 2) The student should take the form to each of his/her teachers for assignments and teacher approval of the above.
- 3) At the high school and middle school, the completed form is returned to the attendance office. At the K-6 level, this form is retained by the student and their parents/guardians.

### Make Up Work and Missed Exams

- 1) **All work and exams missed due to an anticipated absence must be completed according to school guidelines. All work and exams missed due to an absence other than an anticipated absence must be made up upon return to school. If teachers provide work for students to complete during an absence, the first day of work provided must be submitted on the first day that the student returns to school, the second day of work on the second day of return and so forth. In no instances where an absence occurs should the timeline for makeup work be longer than the number of days a student was absent from school. Teachers may extend the timelines to students who have special circumstances involved in the absence (e.g. extended hospitalization, family emergencies, etc.)**

- 2) All work and exams, including quarterly and semester exams missed due to a school imposed suspension, shall be made up upon return to school with one day allowed for each day of suspension.
- 3) Exams given for absent or suspended students may be different from that given to students present for the test but shall cover the same concepts and knowledge tested in the original test.
- 4) Students failing to complete the work within the prescribed period of time shall receive a failing grade for the work or test missed at the discretion of the instructor.

Unexcused Absences

- 1) Students will receive no credit for daily assignments missed during an unexcused absence. Exams and projects missed during an unexcused absence may be made up. Students must be prepared to turn in projects or take exams on the day they return to school. Make up times will be scheduled at the earliest convenience of the instructor.
- 2) No student shall be denied credit in a course or subject solely because of his/her unexcused absences.

Records

Each teacher is required to keep a daily attendance record of all students assigned to him/her. These records shall be reported to the principal, and a semester and yearly summary shall be compiled and maintained in the building office.

Legal Ref.: Sections 118.15 Wisconsin Statutes  
118.16

Cross. Ref.: 435, Student Dismissal Precautions  
491, Non-Custodial Parent Rights  
882, Relations with Police Authorities

Adopted: 12/13/82

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Waunakee Community School District