



## IMPORTANT ATTENDANCE INFORMATION:

### PARENTS - PLEASE READ!

### MMS Attendance Policies:

Wisconsin law requires students to attend school every school day. It is a student's responsibility to be ready to come to school on time, and a parent's responsibility to establish expectations for their children which support school guidelines and Wisconsin law.

Parents may excuse their child's absence in writing before the absence. However, a child may not be EXCUSED for more than 10 days in a school year, \*Wis. Stat. sec. 118.5(3)(c). Once the 10 days are exceeded, an attendance letter will be sent to parents notifying them of the penalties, under Wis. Stat. sec. 118.15(5), that may be imposed on the parent or guardian if he or she fails to cause the child to attend school regularly as required under Wis. Stat. sec. 118.15 (1)(a) and 118.16 (2) (cg).

**The Middle School office (328-7120) has a 24 hour voicemail system enabling parents to report absences or tardy arrivals to school at any time.**

#### UNEXCUSED ABSENCES

In accordance with the state attendance laws, truancy, suspension, missing the school bus, car troubles, trips not approved in advance, shopping, oversleeping, hair appointments, errands, etc. are **unexcused** absences. Reasons for absences must be given to the school office, according to State Statute. "Personal reasons", "out of town" and "things to do" do *not* constitute valid excused absences.

Students who are absent from school without an acceptable excuse for **part or all of five or more days** (this includes being tardy) on which school is held during a school semester are considered habitually truant, Wis. Stat. sec. 118.16(1)(a) and (c). Parents are held responsible for making sure their children attend school.

#### EXCUSED ABSENCES

##### **ILLNESS**

- *Parents are to call the school office by 11:00 p.m. each day of the student's absence or the absence will be marked unexcused.*
- Students who must leave the building during the day because of illness must contact a parent/guardian from the office, under supervision of the health assistant or other office personnel, to gain permission to leave the building. Any student leaving the building without following the above procedure will be considered unexcused.
- If students are absent three consecutive school days due to illness, we request that parents provide a doctor's note explaining the reason for the absence.
- If students are absent more than 10 days, a doctor's excuse **is required** for every three days that are missed.
- If students are absent more than 20 days, a doctor's excuse **is required** for every day that is missed.

\*Absences due to illness may exceed the 10 day limit. Note: A doctor's excuse may be required as previously stated.

##### **DOCTOR/ORTHODONTIST APPOINTMENTS, ETC.**

- Parents are asked to send notes (or appointment notices) to the school office with the student to indicate what time the student is to sign out for his/her appointment.
- Parents are asked not to call the school to have appointment reminders given to a student. This will help avoid interrupting classes.

##### **TARDY (LATE ARRIVAL)**

- Tardiness to School – A late arrival at school will be unexcused if the school office has not received a parental call with a valid explanation for the student's tardiness **before the student arrives at school.**

This unexcused tardy can be reversed if a parent phone call is received within 24 hours of the tardy arrival.

-Three (3) unexcused tardies per quarter in a class will result in an automatic detention.

-Chronic and excessive school tardiness will result in being referred to administration, calling a parent/guardian, and/or issuing additional disciplinary action, and may result in the student being recorded as truant.

- Tardiness to Class – Students arriving late to a class must have a pass from the student's previous class teacher. Three (3) unexcused tardies per quarter in a class will result in an automatic detention.

##### **PRE-EXCUSED ABSENCES, FAMILY TRIPS, ETC.**

Attendance is important to school success, so planning ahead for a family trip or other pre-planned event will make the trip more relaxing and ensure that your student does not fall behind in academic responsibilities.

*Follow these simple steps for pre-planned absences:*

-Parents should write a note explaining the absence and the date(s) the student will miss school.

-Students are to bring the note to the school office first, then show the note to each teacher. Teachers will sign the note and let students know what work they will be missing. Some teachers will require students to turn in homework before the absence.

-Once the note has been signed by all teachers, students are to bring the note to the school office before leaving.

-Work will be available no more than one week in advance and there may be additional work to make-up after returning to school.

**\*\*PLEASE NOTE: If concerns arise about your child's attendance, he/she will meet with the school counselor and/or the attendance liaison.**

If you have questions about the above information, please contact Libby Strunz, school counselor at 328-7131 or through email at elizabethstrunz@monroe.k12.wi.us