



Dodgeville High School Attendance Guide

It is important for all Dodgeville High School students to demonstrate an excellent attendance record. The exact situations, demonstrations, and activities can never be repeated for those pupils who miss a class or day of school and substitute assignments only approximate the lessons.

Procedures

Notifying the School of absence:

When a student must be absent, parents are to contact the high school office by 7:55 am, stating the reason for the absence, and when they will return.

**Call 608/935-3307,
ext. 4001**

Excused Absence

EPA- Excused Parental Absence

Absence with consent of Parent/Guardian and no documentation. A maximum of 10 days are allowed per year. Excuse must be provided to the school by 7:55 a.m. on the morning of the absence. - Wis. Stat. sec. 118.15(3)(c).

MDA- Medical or Documented Absence

Written documentation to excuse the absence provided by a licensed physician, other healthcare professional, dentist, chiropractor, counselor, psychologist, or Christian Science practitioner living/residing in the state of Wis. Applies to court orders and other absences.

Documentation must be provided during the time of the absence or immediately upon return. It must be in writing and shall state the time period for which it is valid, not to exceed 30 days of the school year. If 10 excused parental absences are exceeded and health care is not accessible, the district has a school nurse that can provide the basis for the excuse.

Documentation is recommended after returning from all professional appointments.

Safe Arrival

To ensure the safe arrival of all DHS students, verification of student absences are attempted by 9:00 a.m. Since many high school students are new drivers, when parental notification has not been received, a phone call is placed to confirm the student's safety.

Excused Absence (Continued)

FDA- Family Death Absence

Events surrounding the death of a family member. Students are encouraged to address their grief/loss with a school counselor.

RHA- Religious Holiday Absence

Observe a Religious Holiday

ELC- Elections Assistance Absence

Provide assistance during an election. Must have a GPA of 3.0 and complete make-up work.

ISS- In School Suspension

Student who is to remain in a designated location for a period of time for disciplinary purposes. Only assigned by the Principal/D.S.

OSS- Out of School Suspension

Students who have been assigned a suspension off campus for disciplinary purposes. May not be present to any school functions during this period of time. Only assigned by Principal/D.S.

Exemptions

XAC- Exempt Counselor, Principal/D.S. or Nurse

Students attending to topics with the Principal(s), Counselor(s), School Nurse or other school specialist (OT, PT, Etc.).

XEM- Exempt for student organizations or athletics

Students attending an event with student organizations or athletics. Also includes job shadows, Youth Options, work release, and field trips.

Truancy

A student is considered truant if he/she is absent without an acceptable excuse for all or part of one or more days during which school is held.

After a student becomes truant two or more times the school will:

- Notify parent/guardian by sending a truancy warning letter.

After the third unexcused absence the second warning letter will be sent scheduling a meeting which will include the student, Parent/Guardian, Administrator, Counselor and Iowa County Social Services.

- This meeting will evaluate whether learning or social problems may be a cause for student's truancy and work with the Parent/Guardian to create an attendance improvement plan .

Habitually Truant

Students that miss part or all of five (5) or more days without an acceptable excuse in a school semester a third letter will be sent certified mail. - Wis. Stat. sec. 118.16(5)

After exhausting all possibilities to avoid habitually truancy, the student and Parent/Guardian will be referred to the Iowa County Juvenile Intake Officer

Habitually truant students may have the following potential consequences imposed by the court:

- Suspension of the student's driver's license for not less than 30 days nor more than one year, Wis. Stat. sec. 118.163(2)(a) and 938.342(1g)(a).
- Participation in counseling or supervised work (community service) program, Wis. Stat. sec. 118.163(2)(b)
- Revocation of the student's work permit, Wis. Stat. sec. 118.163(2)(e)
- Participation in a teen court program, Wis. Stat. sec. 118.163(2)(f)
- \$500 fine plus court costs, Wis. Stat. sec. 118.163(2)(h) and 938.342(1g)(h).
- Curfew, restrictions as to places the student may be, or restrictions on associating with other children or adults, Wis. Stat. sec. 118.163(2)(i)

Parents or guardians can be found guilty of a misdemeanor and have the following potential consequences imposed by the court

- First offense they could be fined up to \$500 or imprisoned 30 days, Wis. Stat. sec. 118.15(5)(a)1.a.
- Second and subsequent offense, the fine cannot exceed \$1,000 and/or imprisonment for 90 days.
- Required to perform community service in lieu of these penalties, Wis. Stat. sec. 118.15(5)(a)2.
- Ordered to participate in counseling at the person's own expense or to attend school with his or her child, or both, Wis. Stat. sec. 118.15(5)(am).)

Unexcused Absence

UAB- Unexcused Absence (Main Office documented)

WAB - Web Unexcused Absence (Teacher Marked)

Any absence that doesn't fit under the excused absence criteria.

Unexcused absences are monitored every period of the day.

After a student receives an unexcused absence, the school will do the following:

- Direct the parent/guardian to return the child to school or provide an excuse.
- Document the date, time, and method of contact.

TAR- Tardy (Main Office documented)

WTA- Tardy (Web-Teacher Marked)

Students that are not present at the beginning of a period without proper documentation.

Tardies are monitored every period of the day.

Five (5) tardies are equivalent to one unexcused absence.



Absence from school, whether excused or unexcused, often has an **adverse effect** upon a student's academic progress.