

PARK VIEW MIDDLE SCHOOL

MUKWONAGO AREA SCHOOLS PLANNED ABSENCE FORM

Secondary

Reference: School Board Policy JBAC—Student Attendance Policy & Rules

To be completed prior to absence. Please print.

STUDENT'S NAME: _____ STUDENT ID#: _____

GRADE LEVEL: _____

PARENT OR GUARDIAN NAME: _____

DESCRIPTION OF ABSENCE: _____

DATES REQUESTED TO BE ABSENT: _____

NUMBER OF SCHOOL DAYS TO BE MISSED: _____

PARENT SIGNATURE: _____ DATE: _____

STUDENTS: PLEASE HAVE ALL TEACHERS SIGN BELOW BEFORE RETURNING TO THE OFFICE FOR FINAL APPROVAL FROM THE **PRINCIPAL**. THIS **MUST BE** RETURNED TO THE OFFICE PRIOR TO YOUR PLANNED ABSENCE.

Period 0	_____	Assignment (s)	_____
Period 1	_____	Assignment (s)	_____
Period 2	_____	Assignment (s)	_____
Period 3	_____	Assignment (s)	_____
Period 4abc	_____	Assignment (s)	_____
Period 5	_____	Assignment (s)	_____
Period 6	_____	Assignment (s)	_____
Period 7	_____	Assignment (s)	_____

PRINCIPAL SIGNATURE: _____ DATE: _____

When at all possible, family trips should be planned so as not to interfere with a student's school attendance and education. If this cannot be arranged and students must be absent from school for the purpose of a family trip, a student will only be excused for a maximum of ten (10) days per school year. (School Board Policy JBAC)

STUDENT ATTENDANCE POLICY AND RULES (JBAC)

School Board Policy

Mukwonago Area School District encourages a strong partnership between the home, school, and community. It recognizes a positive relationship between good school attendance and success in school and employment. If student learning and growth are to take place, parents, students and school personnel must recognize their responsibilities to assure regular attendance.

PARENTAL RESPONSIBILITIES

Wisconsin State Law requires six to eighteen year olds to attend school unless excused by school board action, graduation has occurred, or the student is in a program leading to graduation. Parents are to notify the school by 9:00 a.m. of the student's absence for these reasons:

- Personal illness of the students (by State Statutes school administrators may require verification of medical excuses.)
- Religious holiday
- Emergencies as determined on a case by case basis by the principal or his/her designee.
- Failure to call regarding student absence, or doing so late, may result in the student being marked truant.

Parents may excuse their child for other reasons for up to 10 days in a year, including family trips, provided that the school principal receives a written excuse prior (at least twenty four (24) hours notice is requested) to the absence and provided that coursework is completed within the allotted time. Failure to follow this procedure may result in the student being classified as truant.

STUDENT RESPONSIBILITIES

A student is required by Wisconsin State Statutes to attend all assigned school activities (classes, study halls, etc.) including after-school detentions. Failure to attend assigned classes, study halls or after-school detentions, without an acceptable excuse to the school administration, will result in the matter being recorded as truancy.

A student who becomes ill while on the school campus must report to the health room. If a student leaves the campus during the school day without the permission of the school administration, the student will be declared truant from school.

A student whose absence(s) from school is excused by the school is entitled to make up missed work, including exams, for credit, and is responsible for doing so within the same amount of time the student has been absent from school. In the case of long term assignments, (those given for completion over a period of ten or more school days), teachers may require that assignments be received on the pre-arranged due date and these assignments are excluded from the ordinary make up rule. Long term assignments include but are not limited to, research papers, speeches, construction projects, accounting simulations, special media projects and book analyses. School days are defined as school being in session any part or all of the day.

A student whose absence(s) from school is unexcused, that is the student is truant, and who as a result of the truancy, fails to take an examination may not make up the examination. A student shall not receive credit for work due on the day of the truancy.

A student 18 years of age or older is required to comply with all school attendance policies including a parent calling in absences and notification of parents about absences.

Make-up arrangements for coursework missed due to a family trip will be at the initiative of the student and/or parent and the discretion of the teacher and must be completed in a timeframe not to exceed the same number of days the student was absent from school. Make-up provisions may differ among teachers, depending on the nature of the class and the type of work missed. Alternative assignments may be an option in some situations. It is the student's responsibility to check with each teacher to determine the make-up arrangements. A student may be required to submit a reasonable and previously agreed upon amount of work upon his/her return. Teachers must take into account the difficulty of the work when determining due dates for work to be submitted after a prearranged absence.