

2023-2024 ATTENDANCE

School Attendance

Students are legally required to be in attendance at school. Regular school attendance is essential for learning to occur. The achievement of students with consistent attendance is higher than that of those who are frequently absent.

Procedure

The middle school day begins at 8:00 am and ends at 3:25 pm. Teachers take attendance in each class. If, for any reason, a student is going to be absent, the student's parent should inform the school that morning before 8:00 am by calling the Attendance Office at 437.7200, option 2. If no contact is made, a "safe call" will be made to verify the child is safe. Parents may send in a note or email in advance of planned absences. This note or email should include the following information:

- Date(s) of absence/tardy
- Reason(s) for absence/tardy
- Parent/guardian signature

State law requires that all absences be recorded as excused or unexcused, and it permits up to 10 days of student absences.

Absences

Excused absences may include, but are not restricted to: illness, family emergency, medical appointments, and family vacation. [School Board Policy 431](#) and School Board Policy #431.1 further spells out the conditions of the school attendance policy.

Parents and guardians may excuse their child for up to 10 days per year without a medical excuse. These days may be taken in ½ day increments according to the Full Day Attendance Policy #431.1 and will be calculated as follows:

- Students who receive at least 90% of district-supervised educational services will have been considered in attendance a full day;
- Students who receive 33-89% of instruction will accrue 0.5 of attendance; and
- Students who receive less than 33% of instruction receive no attendance for the day

Said another way:

- Students reporting to school after 8:00 a.m. will be marked tardy.
- Students arriving after 8:45 a.m. will be marked absent for a ½ day increment.
- Students leaving school before 2:40 p.m. will be marked as absent for a ½ day increment.
- Students leaving after 2:40 p.m. will be marked tardy.
- Students gone for more than 7 periods (including Viking Hour) of the day will be marked absent for the entire day.

Families, whose student's attendance has not been excused during the school day will receive an automatic dialer that evening. Parents may contact the office the next school day to provide an excuse. If no excuse is provided to the school, the attendance will be recorded as unexcused.

Following the return from a medical appointment, students should provide a note and/or verification of the appointment from the medical provider to the school office. Any absence with medical provider verification

is considered medically excused and does not count towards a student's 10 partial/full day excused absences.

Families are also encouraged to check the Parent Portal for attendance information to monitor the ½ and full day increments your child has accumulated throughout the school year.

Tuancy

Truant and habitual truant are two classifications used by the middle school when [Wisconsin State Law](#) (S.118.16) maximum days of excusable absences are passed. Absences that are not called in and/or not excused for any of the above reasons are considered unexcused. The middle school is obligated to refer truant and habitual truant students to local, county and state agencies.

Tuancy means any absence totaling one or more school days during which the school has not been notified of the reason of such absence by the parent or guardian of the absent student, and/or means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law.

A student will be considered truant if she, he, they are absent part or all of one (1) or more days from school without an acceptable excuse.

A student will be considered a habitual truant if she, he, they are absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

Families will be notified when a student has 3 unexcused absences and again when a student has 5 unexcused absences. The school may file a request for a truancy citation if a student has 5 or more unexcused absences.

Early Release

A parent or a guardian must contact the school's office if a student is going to leave the building before the end of the school day. Students are to sign out in the Main Office before they leave.

Event/Activity Participation

Students must be in attendance the entire day in order to be eligible in any athletic competitions or co-curricular activities. Any student who arrives later than 8:45 a.m. is not eligible to participate in any sport, activity, or extra-curricular activity that day.

We encourage families to communicate with the middle school office regarding attendance.

Middle School Attendance Line: 608.437.7200, option 2

Middle School Fax Number: 608.437.7301 (for medical excuses)

Middle School Attendance Administrative Assistant: farrellchris@mhasd.k12.wi.us

Frequently Used Attendance Codes in Infinite Campus

Code	Reason	Outcome
A	Absent Unknown	Absence is unknown. Dialer is sent to parent
ABEX	Absent Excused	Absence excused by the office
ABUN	Absent Unexcused	Absence unable to be excused by the office

FNRL	Funeral	Absence is excused
MEDX	Medical Excuse	Absence is excused by medical professional including our school nurse
REQU	Parent Request	Absence is excused
TDEX	Tardy Excused	Tardy to school or class with valid excuse
TDUN	Tardy Unexcused	Tardy to school or class without a valid excuse

School Board Policy #431
School Board Policy #431.1